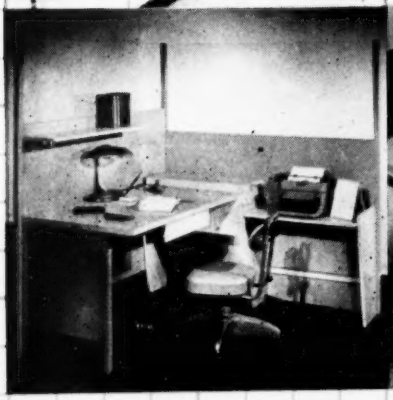
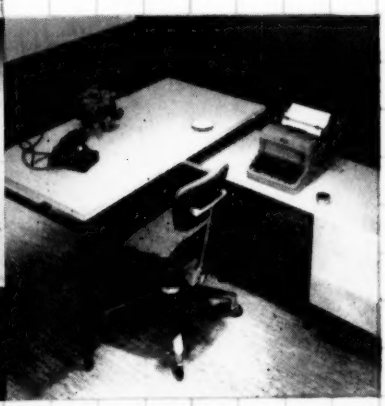
AUGUST 1953

The Office

Magazine of

MANAGEMENT • EQUIPMENT • METHODS





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Signed_____

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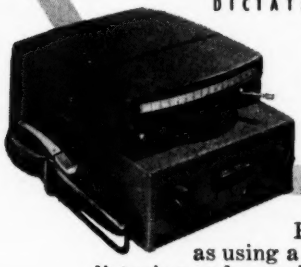

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The Office
Magazine of MANAGEMENT • EQUIPMENT • METHODS

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Vol. 38 **AUGUST, 1953** **No. 2**

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WILLIAM SCHULHOF, *Publisher*

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CIRCULATION OF THIS ISSUE OVER 28,000 COPIES

ORIGINAL PRISONER'S ARREST RECORD

No. X 45987

NAME | ADDRESS

DATE ARRESTED | TIME | WHERE ARRESTED

CHARGE

CHARGE CHANGED TO | OFFICER CHANGING CHARGE

ARRESTING OFFICERS

RACE & SEX	IF BOND (TRAFFIC)	TO APPEAR	DATE	TIME	COURT	DATE	TIME
AGE	APPEAR BOND NO.	TO APPEAR			CASE CONT. TO		
HEIGHT	STATE BOND NO.	TO APPEAR			CASE CONT. TO		
WEIGHT	F.R. TO	TO APPEAR			CASE CONT. TO		
EYES	PAID BOND				CASE CONT. TO		
HAIR	MARKS SCARS						
OCCUPATION	REMARKS						

PROPERTY IN POSSESSION OF JAILER

WATCH	JEWELRY	SILVER $	RECEIVED BY	
RING	KEYS	CURRENCY $		
BILLFOLD	PURSE	CHECKS $	SEARCHED BY	
SUNDRIES	MISC.	TOTAL $		

COURT DISPOSITION | RT. INDEX

JUDGE | DATE

RELEASED BY | DATE | TIME

FORM NO. 1 | BUREAU OF RECORDS | DENVER POLICE DEPT. DENVER, COLORADO

PRINTED BY THE STANDARD REGISTER CO., DAYTON 1, OHIO, U.S.A.

Face of the original of Denver Police Department's arrest record; a 7-part, carbon-interleaved, continuous form (see page opposite).

Denver's One-Writing Arrest Record Form

HERBERT E. FORSYTH
Commissioner of Police, Denver, Colorado.

IMPRISONMENT of individuals is one of the most serious functioning processes of the democratic society. Experience has shown, time and again, the dangerous consequences which can result when this tool of law enforcement is used improperly. Therefore, we of the Denver Police Department have felt it imperative to develop a system as close to foolproof as possible in maintaining files covering the records of individuals detained in our prison.

Our plan has been to use a system whereby all necessary forms and papers required during the entire process of confinement, imprisonment and release can be filled out at a single writing. This plan has three major advantages:

1. It is more accurate. Most of the mistakes in our old system, we found, were due to errors in transcribing information from one record to another. A system under which we prepare all the records we need at once assures us that files in each affected office are identical.
2. It is easier to establish foolproof controls under the new system, with all forms prenumbered and strictly accounted for.
3. The one-writing method saves both time and money. In our case, we replaced seven separate writings or entries with one.

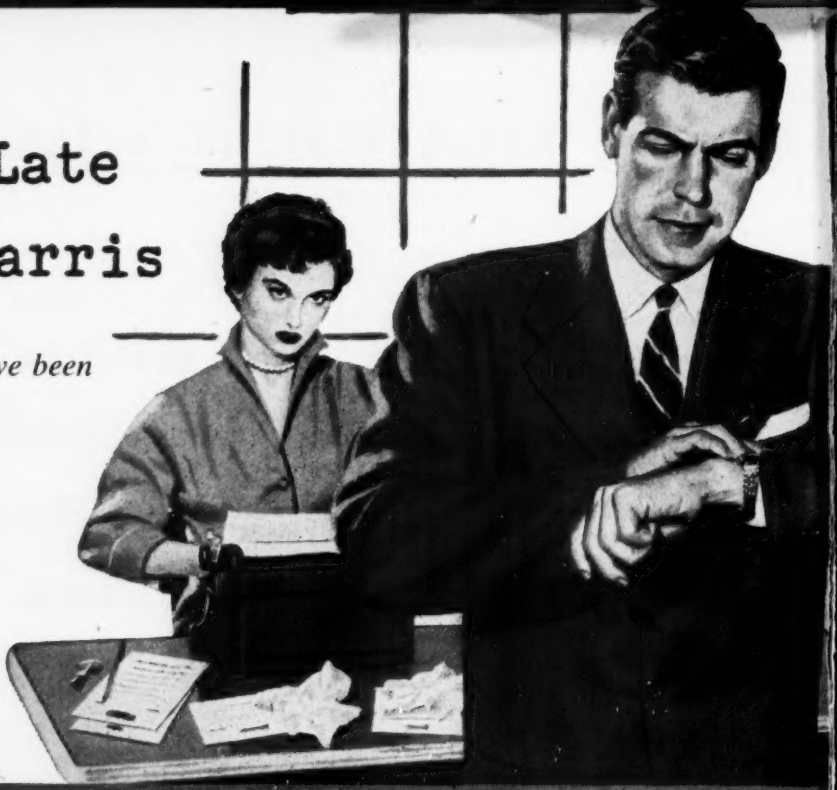
We cover all necessary paperwork entries at the time a prisoner is booked. Formerly, we had separate booking forms, identification bureau cards, turnkey records for cell assignment, etc.

Our present forms are continuous and marginally punched to assure perfect registration of entries on all seven copies as they are fed through a typewriter equipped with a Registrator Platen. The forms were designed with the assistance of representatives of Standard Register Co. who produced them for us, and are filled out on an electric typewriter by one of the officers assigned to handle booking at the time a prisoner is originally confined. Our usual procedure is to have one officer assigned to guard and search the prisoner while the other fills out the booking form and checks any cash or property which may be surrendered.

Typewritten information on the arrest record form (see page 6) includes the prisoner's name: date, time and place

The Late Mr. Harris

he could have been on time . . .



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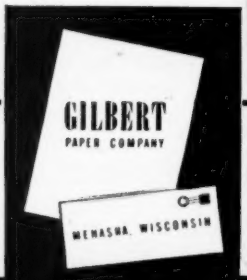


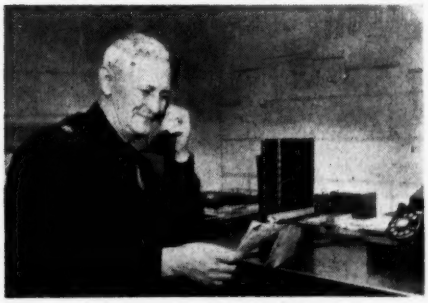
of arrest; the charges (with space provided for a later entry if the charges are changed); the names of the arresting officers; the prisoner's race and sex, age, height, weight, color of eyes, hair, occupation, and identifying marks or scars. Spaces are also provided for complete records of bonds placed and court appearances. The same form also provides for entering the court's disposition, the judge's name, and date and time of the prisoner's release.

Another portion of this same 5″ x 8″ form provides for a full listing of all property surrendered at the time of imprisonment with a check list—watch, ring, billfold, jewelry, keys, etc.—and a space for entries covering money, with separate lines for entries of silver, currency and checks. In this space, we enter the name of the officers searching the prisoner and receiving the valuables.

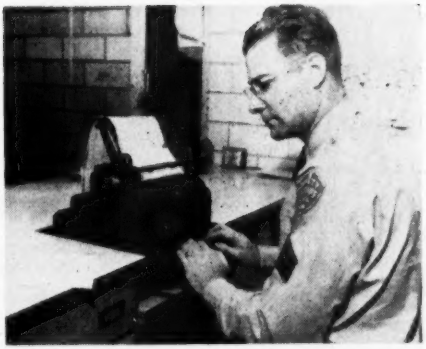
Prisoner identification is completed at the time of booking with a print of the prisoner's right index finger at the lower right hand corner of the same arrest form.

The best explanation of what this form does for us can be given by a description of the use to which we put each of the seven copies:

The first copy is our permanent record. It remains in the jail office as our live file copy while the prisoner is confined. After his release, it is retained permanently in the information files of our identification bureau. In addition to



Denver Police Capt. H. L. Johnson who aided in the installation of the new system.



Typing the 7-part, carbon-interleaved, arrest form on an Underwood Electric typewriter.

the above-listed information on the front of the form, the entire back of this first copy is ruled for entries of pertinent information concerning the prisoner's confinement. This includes space for entries of all telephone calls or visits made to the prisoner. Six separate spaces are also provided for withdrawals of personal property held by the jailer. In each case, space is allowed for listing the items withdrawn and for signatures of the prisoner and a witness. The reverse of this first copy is also used as a final receipt for personal property at the prisoner's discharge.

Immediately after a prisoner is booked, this first copy is sent to the identification bureau for examination of the record and fingerprint. If they need further fingerprint identification, they let us know with a rubber stamp on the bottom of the form and a full set of prints is made for them.

The second copy of the form is retained at the identification bureau. In checking records, bureau personnel know that if a second copy of an arrest form is in the file without an original, the prisoner must be still in jail. When the original is returned to the identification bureau, the first and second copies are matched to be sure they coincide with information on court disposition, release dates, etc.

The third copy is the turnkey's copy

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during confinement and the basis for cell assignment and other prisoner records. When the prisoner is released, it becomes a part of our permanent discharge record file. The fourth copy goes to a permanent numerical file where we verify that no numbers have been skipped, as a control against loss, misplacement or damage to records. The fifth copy is the record made available for use of the court.

The sixth copy is kept in an interim live file to aid officials of other prisons if the prisoner is transferred. Should the prisoner go to a county or state institution, this copy goes with him. If he is discharged directly from the city jail, this copy is destroyed. The seventh and final copy is given to the prisoner as his receipt at the time of his confinement. All copies are on different colored paper to facilitate identification, sorting and distribution.

On the basis of our success with our seven-part form, officials of the Denver County Jail got a similar continuous form which improved their methods. They must keep separate cash records to comply with the needs of the auditor. This is accomplished easily through the use of a Form Flow counter register with a three-part handwritten form. One copy serves as the prisoner's receipt, one goes to the auditor and the

The Denver County Jail uses a Standard Form Flow Register for cash receipts.

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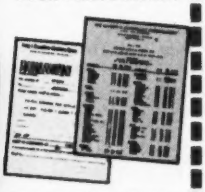

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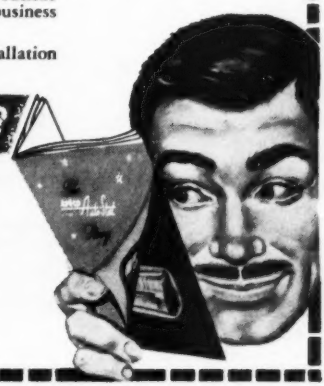

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City_____ Zone____ State_____

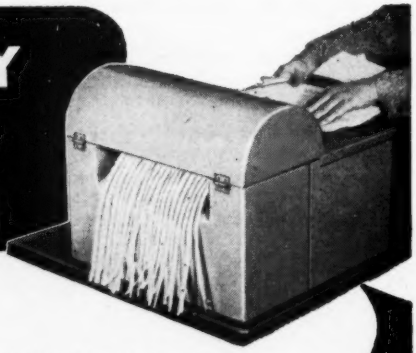
A 4-part continuous form is used in Denver to record owners' claims for impounded autos.

third is used in the jail office. Register receipts are trial balanced against cash every day; accumulated balances are checked monthly and annually.

Continuous forms have proved so successful in our arrest records that we have employed them also to clear up paperwork burdens in the section handling records for cars towed away on city streets. We use an autographic register to produce a four-part handwritten form covering impounded cars which are released to their owners. This gives us all the copies we need: one for our custodian, an authorization for the car pound to release the vehicle, a receipt for the claimant, and a copy for the city auditor. Formerly, four separate forms had to be prepared to meet these paperwork requirements.

In evaluating the effectiveness of the new systems described above, savings of time and money have been only part of the overall consideration. It is true, they have been important. But, at no time were we willing to sacrifice accuracy and efficiency in the preparation of these important law enforcement tools. We held off pronouncing the new methods as successful until they passed muster on all counts. After filing more than 50,000 of the forms described, we are sure there is no longer any doubt that they are an improvement on every score.

THE EASY WAY TO DESTROY OLD PAPERS



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Name _____

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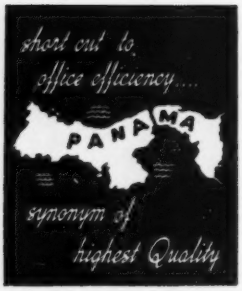

The tale is told of three laborers who, when asked what they were doing, replied as follows: – The first grumbled that he was working for six shillings a day. . . The second grunted that he was toting bricks to his dad on yonder ledge . . . The third, with pride in his voice and stars in his eyes, said *"I, sir, am helping to build a cathedral!"*

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Now is te time
Now is the time

Now isthe time
Now is the time

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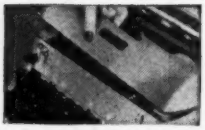

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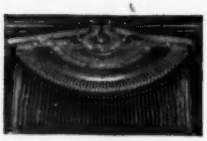

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The ACCO Unit System of Filing

—brings all related papers together at the filing desk. Subsequent file matter during the year is perforated with the standard office punch of 2¾" centers, is filed with the established file unit for "customer" or "subject" and stays in file indefinitely, a secure ACCO-bound unit.

When reference is required the bound unit is drawn from file with assurance that all related papers are together, in proper sequence, and protected from loss or misplacement in the reference and handling that may follow before the file is returned to its drawer or cabinet.

Basic Accessories to ACCO Unit Binding:

ACCO FASTENERS
No. 12 – 1" cap. ACCO
No. 22 – 2" cap. ACCO
No. 324 – 3½" cap. ACCO
(27 other styles and sizes)

ACCO Punch
No. 10 – 2¾"centers (¼")

ACCOBIND Folders
of fine Pressboard to fit all systems.

ACCOPRESS Binders
of fine Pressboard for all loose leaf forms. For exceptional economy.

Sold by all Commercial Stationers

ACCO PRODUCTS Incorporated, OGDENSBURG, N. Y.

In Canada: ACCO CANADIAN CO. LIMITED, Toronto

"No more frenzied Fridays!"

"How we hated Friday . . . knocking ourselves out to clean up the week's work.

"Then the Marchant man showed us how much time a Marchant Calculator would save us.

"It's so simple to run . . . the very first day we were turning out accurate work much faster than ever before.

"Even though our figurework load is getting heavier, our Marchants keeps us out of that old end-of-the-week jam.

"Happy Friday to you all!"

MARCHANT AMERICA'S FIRST *Calculators*

The MARCHANT MAN in your phone book is ready to show you, on your own work, that MARCHANT is the simplest calculator to operate, yet delivers the highest figure output. Call him or mail this coupon with your business letterhead to get your FREE . . .

Guide to Modern Figuring Methods ☐
Illustrated Booklet about Marchant Calculators ☐

MARCHANT CALCULATORS, INC. • Oakland 8, California

MARCHANT'S MANY EXCLUSIVE FEATURES INCLUDE:
"Push-Button" Multiplication
Complete Three-Dial Proof
One-Hand Keyboard Control

instantly changeable type for 'print-like' stencil duplication

Now your mimeo duplicator can function as your own private little printing plant. The *Vari-Typer Stencil-Writer* will supply the type in all the sizes and styles you need to produce your own forms, bulletins, mailing pieces, parts lists and hundreds of other jobs you once sent to the printer. The economy is amazing. You get more copy with greater legibility on a single stencil and cut your costs way down in running time, materials, postage, etc. A *Vari-Typer Stencil-Writer* pays for itself in a short time.

HERE ARE JUST A FEW OF THE MANY FACES YOU CAN HAVE IN YOUR NEW VARI-TYPER STENCIL-WRITER.

- **BOLD FACES for Headings**
- BOOK Types for Literature
- PRINT Styles *with Italics*
- TABULAR WORK Type Styles
- CONDENSED FACES for small areas
- FORMS TYPE STYLES
- *FOREIGN Languages, too*

Price **$480.00**

Vari-Typer Stencil-Writer

RALPH C. COXHEAD CORPORATION
720 Frelinghuysen Avenue, Newark 5, N.J.

Please send me Vari-Typer Booklet No. 20.

NAME.....
COMPANY.....
ADDRESS.....
CITY.....ZONE....STATE.....

Cole Steel

Units on this page are designed for card record systems; those opposite are for leases, contracts, insurance policies, other office forms. Rubber feet are provided; removable for stacking purposes. Spring compressors give record protection.

"STANDARD CARD" CABINETS

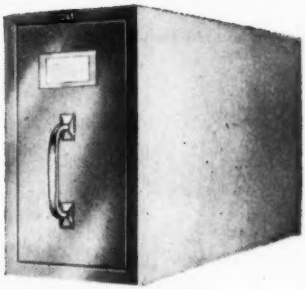
No.	Card Size	Capacity	Width	Height	Depth	Price	Packed	Shipping Wt. Per Ctn.
			ONE DRAWER UNITS					
C335	3x5	1600 cards	6⅝"	5⅛"	16"	$3.60	6's	35 lbs.
C346	4x6	1600 cards	7⅝"	6⅛"	16"	4.20	6's	40 lbs.
C358	5x8	1600 cards	9⅝"	7⅛"	16"	5.40	3's	28 lbs.
C369	6x9	1600 cards	10⅝"	8⅛"	16"	8.40	2's	23 lbs.
			TWO DRAWER UNITS					
C3352	3x5	3200 cards	12¾"	5⅛"	16"	$6.30	2's	19 lbs.
C3462	4x6	3200 cards	14¾"	6⅛"	16"	7.20	2's	25 lbs
C3582	5x8	3200 cards	18¾"	7⅛"	16"	9.60	2's	32 lbs.
C3692	6x9	3200 cards	20¾"	8⅛"	16"	12.00	1's	20 lbs.
			THREE DRAWER UNITS					
C3353	3x5	4800 cards	18¾"	5⅛"	16"	$12.00	1's	19 lbs.
*C3463	4x6	4800 cards	21¾"	6⅛"	16"	15.00	1's	22 lbs.
*C3583	5x8	4800 cards	27¾"	7⅛"	16"	18.00	1's	27 lbs.
*C3693	6x9	4800 cards	30½"	8⅛"	16"	25.00	1's	32 lbs.

SANITARY BASES (15" high)....$10 additional.
*Other bases available to fit asterisked items. Prices on request.
Prices slightly higher in Texas, Colorado and West of the Rockies.

SEND FOR COLE'S 1953 CATALOG

COLE STEEL EQUIPMENT COMPANY
285 Madison Avenue, New York 17 N. Y

CARD CABINETS



"HIGHER THAN WIDE" CABINETS

No.	Card Size	Capacity	Width	Height	Depth	Price	Packed	Shipping Wt. Per Ctn.
			ONE DRAWER UNITS					
C364	6x4	1600 cards	5⅜"	8"	16"	$8.40	1's	9 lbs.
C385	8x5	1600 cards	6⅝"	10"	16"	12.00	1's	12 lbs.
C396	9x6	1600 cards	7⅝"	11"	16"	14.40	1's	13 lbs.
			TWO DRAWER UNITS					
C3642	6x4	3200 cards	12¾"	8"	16"	$14.40	1's	15 lbs.
C3852	8x5	3200 cards	12¾"	10"	16"	16.20	1's	18 lbs.
C3962	9x6	3200 cards	14¾"	11"	16"	19.20	1's	23 lbs.
			THREE DRAWER UNITS					
C3364	6x4	4800 cards	14¾"	8"	16"	$20.00	1's	22 lbs.
C3385	8x5	4800 cards	18¾"	10"	16"	24.00	1's	26 lbs.
*C3396	9x6	4800 cards	21¾"	11"	16"	30.00	1's	33 lbs.
	For Forms		**THREE DRAWER DOCUMENT FILE**					
C3105	10½"x5"	1000 leases	18¾"	12½"	16"	$19.95	1's	32 lbs.

COLORS: Olive Green or Cole gray. In Walnut or Mahogany finish, add $6.00 for 1 drawer units, $8.00 for 2 drawer, $10.00 for 3 drawer units.

LOCKS: Cabinets equipped with lock and key add $2.10 per drawer.

RODS: Cabinets equipped with rods for punched index cards add $3.00 per drawer.

COLE STEEL EQUIPMENT COMPANY
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CARBON PAPER FOR THE TROPICS

that is made to be used in temperatures of 85 to 100 degrees Fahrenheit

(without rollmarks or smutting.)

Where it is necessary to use carbon paper in the tropics, USE

KEE LOX, DRI KLEEN CARBON.

CLEAN IN ANY TROPICAL TEMPERATURE
NO SOILED CLOTHES,
CLEAN RECORDS,
NO INCONVENIENCE,
BUT
PERFECT EFFICIENCY.

MANUFACTURED IN 4, 5, 6 AND 8-LB. WEIGHTS
Genuinely BONE CLEAN.

Will be pleased to send Samples Free.
EXTRA discount to Foreign Buyers.

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ROCHESTER 1, N.Y., U.S.A.

"Our *Nationals* save us their cost every 10 months!"

—MINUTE MAID CORP., NEW YORK
"Largest Producer of Frozen Juice Concentrates"

"Our National 'Class 31' Accounting Machines are saving us $18,000 every year. Since the machines originally cost $15,640, these savings represent a return of 115% annually on our investment.

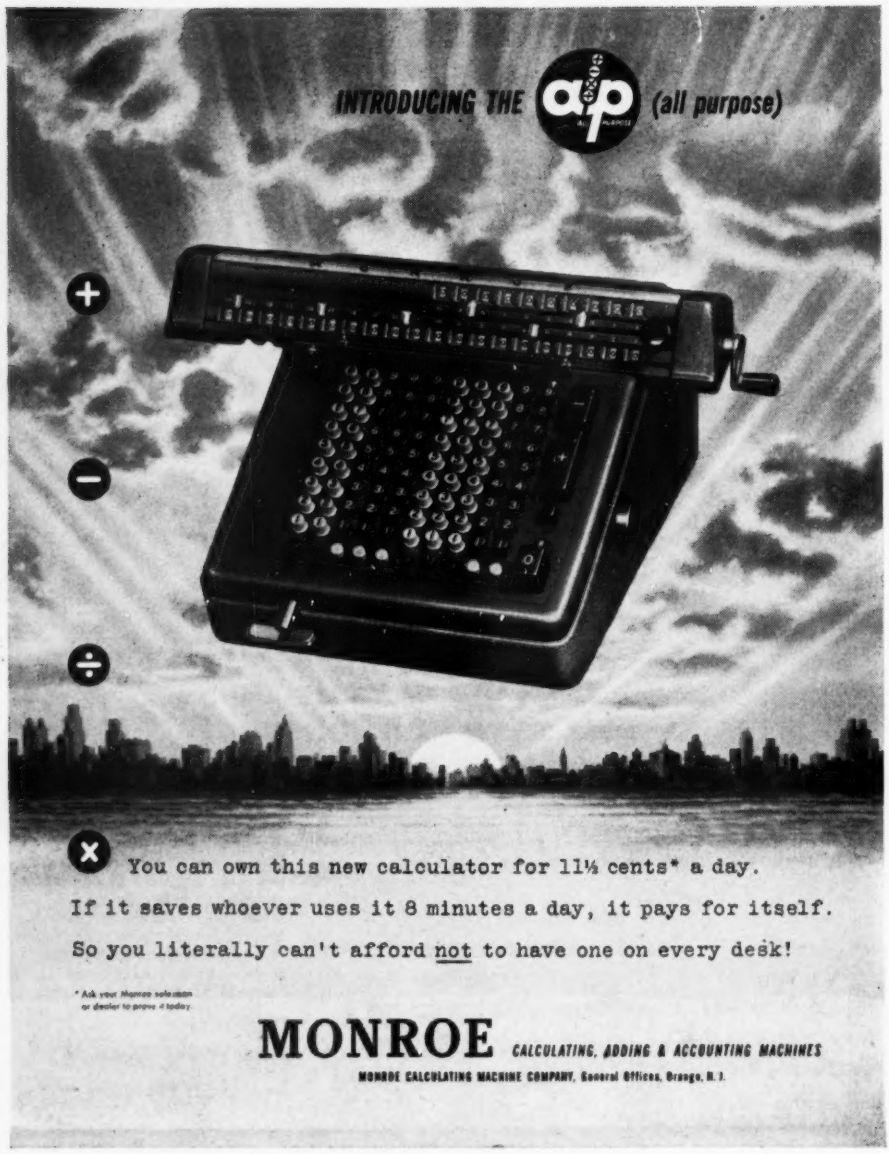
"We installed our Nationals in 1949. Since that time, Minute Maid sales of frozen juice concentrates have increased 248%. Yet our National Machines handle it all so efficiently that no additional equipment or personnel are required."

L. F. Bender
Vice President and Treasurer

THE NATIONAL CASH REGISTER COMPANY, DAYTON 9, OHIO

Here's how to cut costs! National Machines often do ⅔ of the work *automatically*—soon pay for themselves out of the money they save! Your nearby National representative is a trained systems analyst. Ask him to show you how much Nationals will save you.

National
ACCOUNTING MACHINES
ADDING MACHINES • CASH REGISTERS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You can own this new calculator for 11½ cents* a day.
If it saves whoever uses it 8 minutes a day, it pays for itself.
So you literally can't afford not to have one on every desk!
* Ask your Monroe salesman or dealer to prove it today.
MONROE
CALCULATING, ADDING & ACCOUNTING MACHINES
MONROE CALCULATING MACHINE COMPANY, General Offices, Orange, N. J.

FRONT PAGE NEWS!
Herald Standard
EXTRA
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ROBERTS
MODEL 95L
• ELEVEN WHEELS..... GREATER VERSATILITY
• ALL STEEL CONSTRUCTION.... LASTS LONGER
• FEATHER-TOUCH LEVER OPERATION.... LESS EFFORT REQUIRED
• AMAZING LOW PRICE
ASK FOR IT AT YOUR DEALER'S
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SINCE 1889
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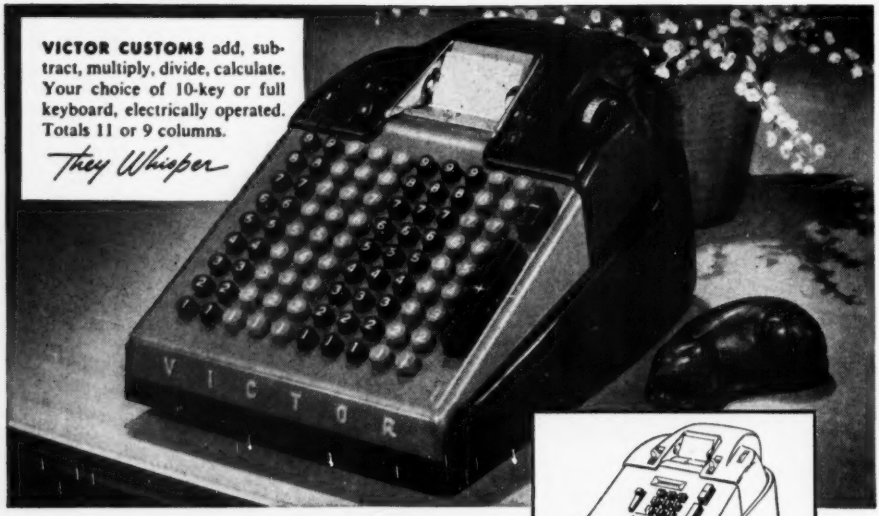
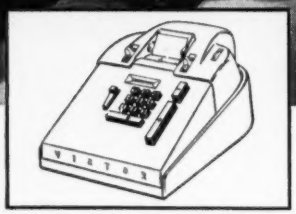
Reduce Noise, Increase Efficiency with VICTOR'S Exclusive

Super-Quiet CUSTOM ADDING MACHINE





Revolutionary Design Reduces Noise 54%*

Now Victor has surpassed even its own standards of silence in the high-speed Super-Quiet Custom adding machines. With the rugged mechanism "floating" in an exclusive sound-reducing case, Victor Customs are faster, more efficient, quiet as a whisper.

Available in both 10-key and full keyboard models, Victor Customs cut operating costs and simplify figure-work. A movable decimal marker, allows operator to pre-set decimal places, speeds calculation, eliminates counting columns on tape.

There are 42 basic models in the Victor line, for *every size and type of business.*

**Based on scientifically controlled tests.*

VICTOR ADDING MACHINE CO., CHICAGO 18, ILL.

World's Largest Exclusive Makers of Adding Machines. In Canada: McCaskey Systems Ltd., Galt, Ont.

INVEST IN VICTOR

34 YEARS OF QUALITY RECOGNITION THE WORLD OVER

Victor Adding Machine Co., Chicago 18, Ill., Dept. OM-853

Please send free literature on the Victor line including descriptive folder on the *Super-Quiet* Custom adding machines.

Name .....

Company Name .....

Address .....

City ..... State .....

This is the
"WALK AROUND" TABLE METHOD

This is the
STACKED BIN METHOD

HOW MUCH DOES IT COST?

How much does it cost **you** to collate papers into sets? Hundreds of wasted dollars if your office uses any other method than that pictured in the lower right corner. Why? Because the Thomas Collator saves you from 40% to 70% of your collating expenses—while boosting efficiency by more than 500%! What's more, it's a fast, accurate, and simple-to-operate machine with "built in" features that make it virtually impossible for a blank or misprinted sheet to slip through. If you are interested in saving time, cutting expenses, and increasing efficiency, you owe it to yourself to write for complete obligation-free information.

This is the
GATHERING TRAY METHOD

This is the
THOMAS MECHANICAL METHOD—
fast, convenient, efficient and accurate . . . savings of 40% to 70%.

FREE — Write for free collating cost analysis sheet that shows how you may save up to 70% on even the smallest job.

Thomas Collators

115 Sales and Service Offices from Coast to Coast

30 Church Street, Dept. B.,
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New "Scotch" Brand Deluxe Desk Dispenser and twelve 1296 in. x ½ in. rolls of "Scotch" Cellophane Tape

Buy this . . . and get this FREE

An additional Deluxe Desk Dispenser is yours as a bonus when you take advantage of this special Deal "S". It's your chance to equip every desk with these time-saving, tape-saving dispensers *at a special bargain price!*

TWO BIG EXTRAS!

1 These are completely restyled dispensers featuring new "sure-grip" rubber base, sharper slide-in cutting knife, extra finger space, chip-proof finish in lustrous gray.

2 The tape you get is NEW FORMULA "SCOTCH" CELLOPHANE TAPE with the revolutionary new adhesive that STICKS 6 TIMES TIGHTER!

NOTE: *If you prefer tape ¾-in. wide, ask for Deal "R". Same two dispensers for price of one!*

REG. U. S. PAT. OFF.

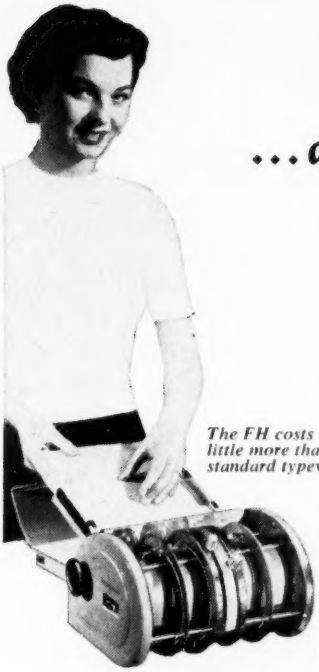
SCOTCH BRAND **Cellophane Tape**

The term "Scotch" and the plaid design are registered trademarks for the more than 200 pressure-sensitive adhesive tapes made in U.S.A. by Minnesota Mining & Mfg. Co., St. Paul 6, Minn.—also makers of "Scotch" Sound Recording Tape, "Underseal" Rubberized Coating, "Scotchlite" Reflective Sheeting, "Safety-Walk" Non-slip Surfacing, "3M" Abrasives, "3M" Adhesives. General Export: 122 E. 42nd St., New York 17, N. Y. In Canada: London, Ont., Can.

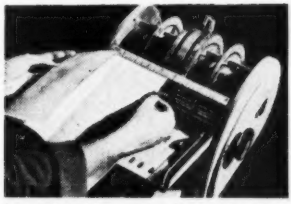
3M COMPANY

Office folding

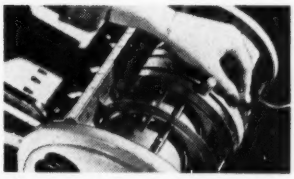
...awfully easy and very fast!



The FH costs little more than a standard typewriter



Easy! Fold sample sheet. Measure the folds on metal rule. Then...



Move indicator knobs to widths wanted... And it's ready to go!

Most of the folding jobs now being done by hand in your office can be done far more quickly and economically by this low-cost, portable folding machine. Even in the smallest offices, and in branches, it proves its worth.

With semi-automatic feed and electrically driven, it can accurately double-fold up to 5,000 pieces per hour. Can single-fold or double-fold sheets when stapled together. Altogether, it can make eight different basic folds, handling paper sizes from 3 by 3 up to 8½ by 14 inches.

Little larger than a typewriter, and it costs but little more. It is light and portable, can be moved about easily, takes up little space. Anyone can operate it.

To set it for a job is as easy as tuning in a TV set... simply measure the folds wanted and adjust two knobs. (see illustrations).

An FH Folding Machine could be a great help in your office. Why not have a demonstration? Just call the nearest PB office... or send coupon for the free illustrated booklet.

PITNEY-BOWES

Folding Machines

Made by Pitney-Bowes, Inc....originators of the postage meter...93 branch offices, with service in 199 cities in U.S. and Canada.

PITNEY-BOWES, INC.
3471 Pacific Street
Stamford, Conn.

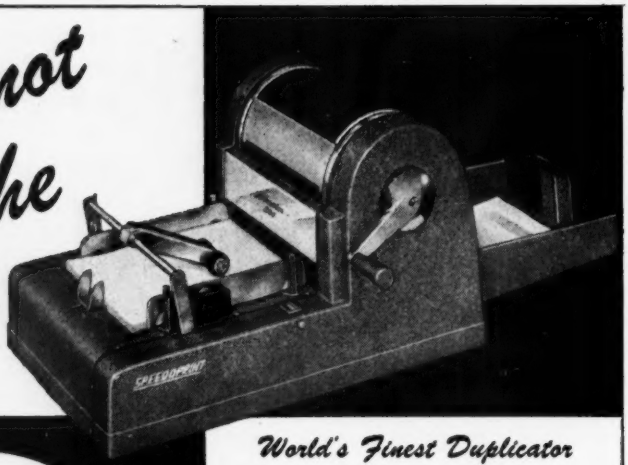
Send free booklet on Folding Machine to:

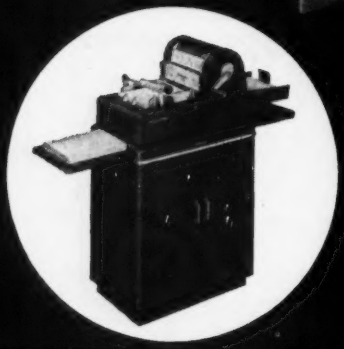
Name_____

Firm_____

Address_____

Why not sell the Finest





SPEED-O-PRINT CABINET $57.50

Ideal base for your duplicator of heavy gauge steel that is dust and vermin proof. Two 12 inch pull out leaves to accommodate machine and paper. Adequate storage space for stencils, inks and other duplicating and office supplies. Available in Futuramic Grey or Ebony Black finishes.

A WIDE RANGE OF DUPLICATORS TO MEET ALL REQUIREMENTS

World's Finest Duplicator

LIBERATOR MODEL 200

$164.50 (Plus Excise Tax)

FRONT PAPER STOPS
Guarantees Hairline Registration

AUTOMATIC ROLLER RELEASE
Prevents Inking of Impression Roller

OPEN CYLINDER AUTOMATIC DUAL BRUSH INKING
Assures Even Distribution of Ink

EASY TO OPERATE
Minimum Number of Adjustments

the ideal duplicator for system forms etc., as reproductions are always in the same position on every copy. Half ream feed table capacity. Accommodates stock from 3 x 5 to 9 x 14 inches. Modern Design, Sturdy, Precision Construction. Quickly reproduces anything that can be typed, drawn, traced or photographed on a stencil.

Available in Futuramic Grey or Ebony Black finish with trim in Chrome.

CLOSED CYLINDER AUTOMATIC DUAL BRUSH INKING at $20 Extra.

Other **SPEED-O-PRINT** *Duplicators*

LIBERATOR	*Model 50	$29.50
	**Model L-P	$59.50
	**Model "L"	$69.50
LIBERATOR	**Model 100	$109.50

(Plus Excise Tax)

*POSTCARD TO 6 x 9½ SIZE **POSTCARD TO LEGAL SIZE

Write FOR OUR DEALERS CATALOG

SPEED-O-PRINT *Corporation*

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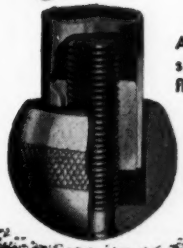
Tusco

OFFICE MACHINE STANDS from $34.50

Shown with the IBM (20" carriage) ELECTRIC TYPEWRITER

GENERAL SPECIFICATIONS:

Frame 24½" wide, 17¾" deep, simple elevating device. 3" diameter casters. 1" steel tubing. When in rolling position, distance between casters 25¼" depth x 19½" width. Top 18x18". Drop leaf attachable either side 16x18".



Adjustable Ball Foot assures stability on uneven floor

GENERAL FEATURES:

Tusco stands can't capsize. They will not vibrate. Drop leaf goes on either side. Exceptional operator comfort.

Constructed to carry weights far in excess of typical machines. Life time service guarantee.

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TUBULAR SPECIALTY MFG. CO.

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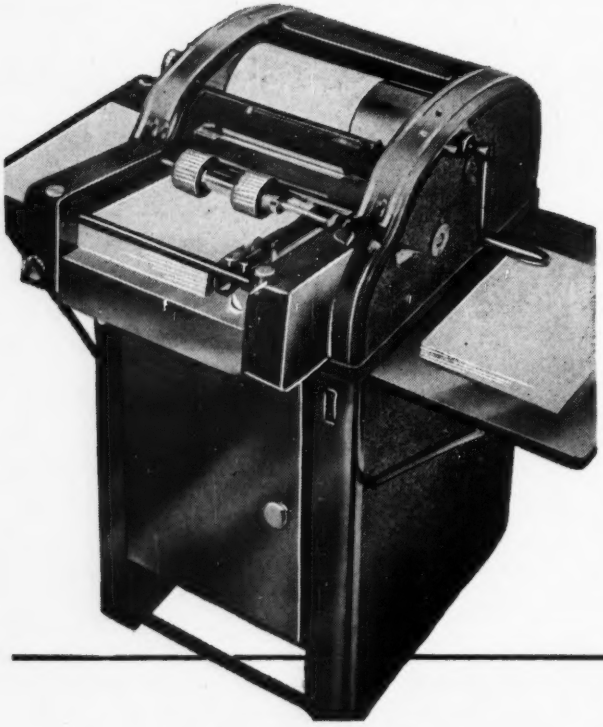
presents the amazing

ORMIG SPIRIT DUPLICATORS

29 MODERN MODELS including the world's only column condensing and eliminating machines



SPECIALIZED PARTS ORDER MACHINES

MACHINES FOR ADDRESSING, INVOICING, PURCHASING, BOOKKEEPING, PAYROLL

STURDILY CONSTRUCTED TO PROVIDE TROUBLE FREE PERFORMANCE

ORMIG MACHINES ARE PRODUCED FOR MORE THAN 30 YEARS

Spirit carbon, Fluid, Master Units, Printed Forms and

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Exclusive Franchise for some Areas still open —

Inquiries Invited — Literature Available

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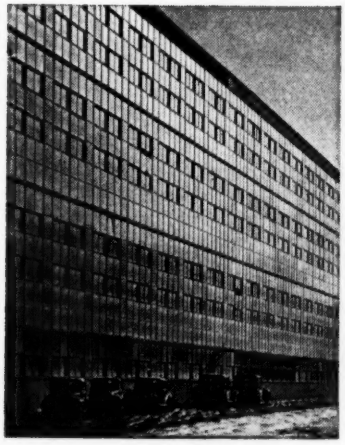
olivetti

The Olivetti Fully Automatic Printing Calculator offers these important advantages: a permanent record of all calculations and results on the printed tape; the features of a fully automatic calculator combined with high-speed, high-capacity adding, subtracting and listing; automatic credit balance and combined-operations features; no specialized operators required. These, plus versatility and trouble-free dependability, make it a profitable investment for most large and small businesses.



olivetti

Since its founding in 1908, Olivetti has become Europe's largest manufacturer of office machinery, with plants in Italy, Spain, Scotland, Argentina and South Africa. Now 420 dealers in the United States serve more than 7,500 businesses using the Olivetti Fully Automatic Calculating Machine. For information on Olivetti products available in the U. S., and demonstration on your own figure work, write to the Olivetti Corporation of America, Department R, 580 Fifth Avenue, New York 36, N. Y.

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MERCURY PRODUCTS

MERCURY-LITH ROLLERS AND BLANKETS
for Multilith printing machines

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for Multigraph duplicating machines

You'll achieve new heights of printing perfection with the world's most modern rollers and blankets for your office printing machines. Revolutionary new types of coatings, brand new scientific production methods and the craftsmanship of the concern that has made more rollers and blankets for the graphic arts than any other company are your assurance that you will get greater satisfaction when you switch to Mercury Products.

RAPID ROLLER CO.

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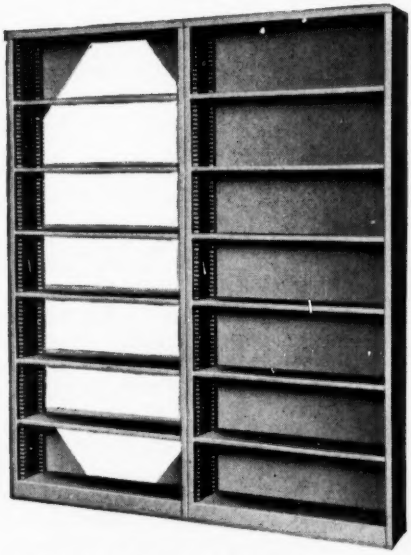
There's a Need for a

BORROUGHS PRODUCT

in your business

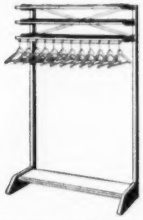
Make a note now to write Joe Davis, sales manager, for the name of your Borroughs dealer, who will tell you and show you the many features of Borroughs Products . . . how they will economically fit into your business.



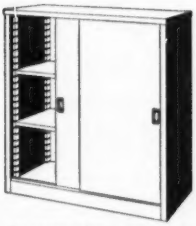
LIBRARY SHELVING

Sliding shelves, adjustable without bolting . . . ¾" vertical adjustment . . 3 heights—42"-84"-90" . . depth of shelves 9¼" . . width of unit 36" . . obtainable in single or double-faced with open or closed backs . . open units have rear book stops . . no unsightly cross-sway braces.

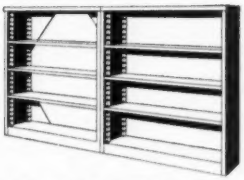
PRODUCTS



WRAP RACKS



SLIDING DOOR STORAGE CABINETS



BOOKCASES & STORAGE UNITS

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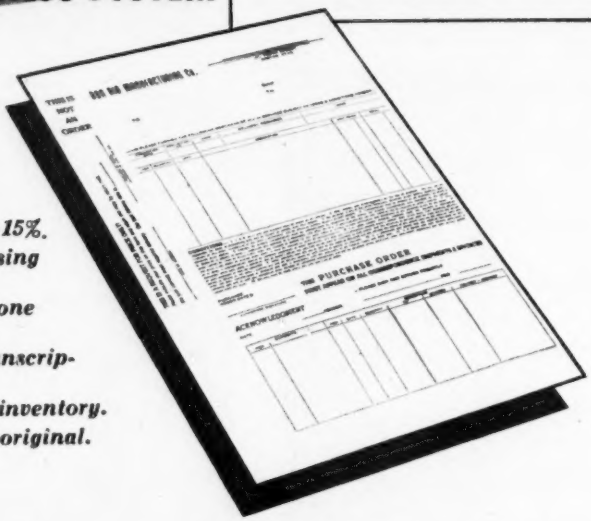

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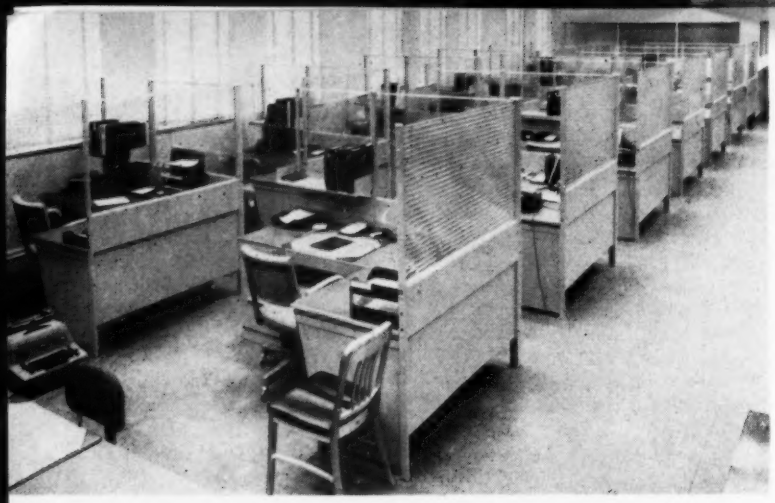
MODULAR OFFICE FURNITURE

FLOORSPACE economy is something that is currently receiving much attention by office management, what with the rising costs of constructing and renting office space. So furniture manufacturers are finding a ready market for what has been termed modular office furniture. The American housewife was probably more advanced in her use of modular furniture, in her kitchen, than was office management. The advent some years ago of kitchen cabinet units made it possible to plan any variety of kitchen layouts, which included major and minor appliances, in a manner that appeared most attractive and most useful to the women who would use them. Probably no office executive ever asked his wife how many hours a day the new equipment saved when he footed the bill for improvements. His wife said she liked it better than the old way, and that was that!

The furniture and equipment layout in some offices could be compared to the old fashioned kitchen where the ice-box was out on the back porch. A realization of this need for improved office layout and conservation of expensive floorspace has led to a wide acceptance of the modular approach. The basic philosophy is the same that brought forth the old roll-top desk: place everything comfortably near the user so that he has it within easy reach. Added to the older easy-reach idea was the idea that the L-shape offers comparatively more desk space without occupying more floorspace. The first approach to L-shaped furniture came with the design of the secretarial desk where the typewriter was stored in one pedestal and when in use was lifted to typing height next to the desk. This left the whole desk area for the organization of papers and supplies and provided an additional space for the typewriter.

Added to the desire for more space work was a demand for more privacy. It is not practical to give everybody

Executive portion of the 42-unit Kordaroom installation at American Cyanamid Co., New York, made by Korda Industries.

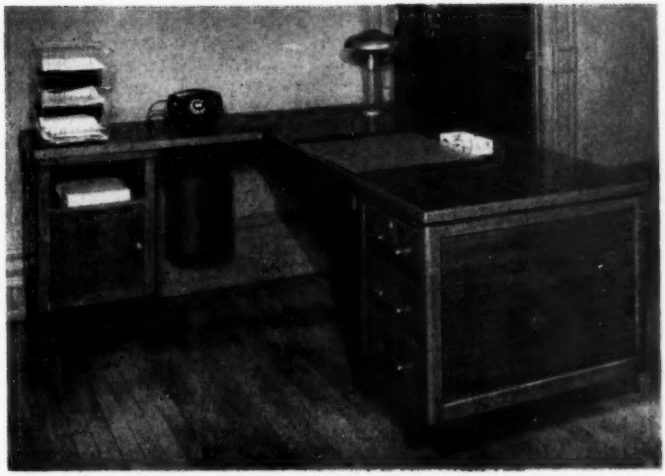


This office now accommodates 25% more workers and they have 32% more working surface. The modular Office-ettes are made by Arnot-Jamestown Corp.

a private office, but it is feasible to have 6 ft. high partitions around working areas. The logical development was to attach these partitions directly to the L-shaped furniture and create an individual working area with sufficient working and storage space for all required material, plus privacy. E. I. du Pont de Nemours & Co. engineers spent seven years developing a functional office design. It is therefore of interest to hear the opinion of these pioneers on desk and space utilization. F. F. Middleswart, Engineering Service Division , E. I. du Pont de Nemours & Co., replied to an inquiry concerning Du Pont's experience, as follows:

"The Du Pont Company developed the L-shaped modular furniture with partition attached. A patent application has been filed and nine companies have been licensed to manufacture this type of furniture for sale to the public. The Du Pont Company is making use of these modular desk-units in many locations. Their primary use is for technical,

Sylvania Electric Products, Inc., saved 20% in floorspace in their New York offices with Globe-Wernicke Co. Techniplan modular furniture.



Modular design wood furniture for executives, offering a variety of drawer and cabinet units, is made by Great Lakes Furniture Co.

supervisory, and clerical personnel who have need for semi-privacy. The general reaction from those people assigned to them has been good. Exceptionally favorable comments have been received from technical personnel who formerly shared offices with others but who now have the privacy afforded by this furniture.

"Space savings ranging from 5% to 35% have been realized, with the additional advantages of semi-privacy, more convenient work space, and improved effectiveness. Concerning the future, the company will utilize functional furniture wherever it is justified and applicable. Extensive use is being made of these units in the new Louviers Building, recently occupied by the Engineering Department."

It might be noted that all manufacturers of office furniture designed along modular lines are not following the Du Pont design. Some have long made such furniture for other than office use. Generally the L-shaped furniture is called modular even though in this case the word does not tie in completely with the dictionary definition. We could define modular functional furniture as equipment consisting of an assembly of individual standardized units determined by the tasks and operations to be performed by its using personnel.

Before buying a desk for any employee, we should analyze the function of the employee to determine what kind of a work area to provide. The office has a great deal to learn from the factory where it is not a generally accepted policy to buy so many work benches for so many workers; but it is a policy to find out what the task is and then construct the work benches for the individual requirement. The typewriter desk and the calculating desk are just the beginning of an approach to tailor furniture to the job, but there are many executive, junior-executive and clerical jobs where the equipment requirements are so varied that a standardized desk does not fulfill all purposes.

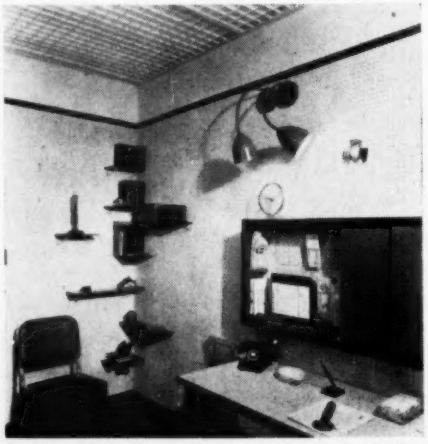
The average work station requires a salary of $3,500 a year. Adding floor-space, supervisory expense and supplies, an estimated $5,000 per clerical employee per year cannot be far from wrong. As we are not in business for only one year, and as equipment purchased can only be amortized over ten years, we might as well think of the work station expense over a ten-year period, a neat little sum of $50,000. (For depreciation and obsolescence, the

Both wood and steel Rock-a-File modular units are made by Rockwell-Barnes Co.

Bureau of Internal Revenue sets a 20-year period on desks and other office furniture.) Would it not be logical to make this work station more productive by providing the most efficient physical working conditions? One per cent of this ten year expense is equal to $500 and will provide almost everything that is needed for comfort, productivity and appearance. Is it not logical to assume that having all these things at your fingertips you can save at least 36 seconds of every working hour? Actually it amounts to more, but at a saving of 36 seconds an hour we are saving 1% of our time, the equivalent of the $500 required for the capitalization of our equipment. According to Du Pont, the saving in floor area alone amounts to from 5 to 35%.

These savings apply not only to the semi-private modular office, but can be applied to general office areas. New concepts of office space utilization are possible with the use of a zigzag layout where two workers have the combined use of one center piece, each one facing the direction of their own desk area. A number of zigzag units may be combined into lengthy rows, where one group of employees faces one way and the other the opposite way. Or, if desired, all employees can face one way and are then situated in staggered positions but not directly opposite each other.

There have been other designs of a modular type in years past. Generally these consisted of different base and top units from which a variety of



Peg-Board wall panels, made by B. B. Butler Mfg. Co., allow hanging shelves, file folder racks, etc., on the walls and changing about as desired.

different purpose desks could be assembled. One such design was about to be manufactured just before the outbreak of World War II and similar ideas are being utilized by offices which have had their own units built to order. Each of these instances, however, seems to have overlooked either the L-shape or the idea of including a partition as part of the set. The introduction of the present style modular office furniture met with almost immediate success. This was undoubtedly because there was a need for it. Perhaps another reason for its catching on so quickly was because it serves an executive or a person with the authority to order it for his own use.

Although this article is not an historical treatise, it might be appropriate to mention briefly that when the clerical worker first began to sit above floor level and use a separate work surface, his furniture was quite functional, probably designed and in some cases constructed by himself. This is evident in old engravings and paintings showing people doing paperwork. As a criterion of compactness in furniture, we might look at a ship and especially the yeoman's working area in a modern submarine. (One of the present manufacturers of modular office furniture formerly specialized in shipboard furniture.) Outside our own country there has been a trend to multi-purpose office furniture for some years and the Swedish examples on page 104 are by no means of recent vintage. So we can conclude our historical slant by simply saying that, as in most things, there is little new under the sun.

Who can use modular office furniture? Not every office worker needs multiple units and fewer still need the privacy of partitioned space. The smaller the office, the greater proportion of personnel who will beneficially use a modular style which provides greater advantage when more units are combined. In the smaller office there are more people with multiple duties, sometimes every employee from the receptionist to the top executive does several different

A group of modular units made by GR Products, Inc. A Philadelphia user of this firm's Soundex partitions reports that a 7% increase in work has saved enough on their $6200 monthly payroll to pay for the partitions in three months.

An installation of Steelmaster modular furniture made by Art Steel Co. in New York.

tasks. Modular units allow such workers to store the materials and tools used for task A while they turn to task B or C, yet have all materials on hand for ready reference or task-shifting. In fact, proper use of modular furniture will allow a person to take on more tasks and get more work done on multiple jobs because the tools and materials are all handy. Often a person puts off some job, for which they are responsible, just because it means walking to a different part of the office or digging into crowded desk drawers to get out the necessary material. Believing they may be interrupted at any point by more immediate matters, the less frequently done job is delayed. Maybe it can be permissibly delayed or, more profitably, eliminated altogether. But if it must be done sooner or later, it's better to take it in stride at regular intervals. If we expect the worker to do it the right way, we must make it practical for him to do so.

We might say that the proportion of workers who can use modular units decreases as the size of the office increases. In Du Pont's Louviers Building which houses 2,400 office workers, they use 700 modular offices, each with combination desk, table, file cabinet, bookcase and partitions. This may be a higher proportion than can be used in the average office because this building contains a high proportion of engineers and technical specialists who need reference books, calculators and generally more tools than are required by a worker doing one small part of an office procedure.

Modular units are ideal for the one-man office, the professional man (and his assistant). They are equally suitable for persons with executive or supervisory capacities. As the office grows, certain operations must be broken down

(*Continued on page* 104)

The Fort Worth Star-Telegram uses Plexiglas partitions, made by Air Accessories, Inc. and mounted on conventional desks for "privacy" of ad-takers. Desk tray of same material at upper corner of partition allows messenger pick-ups without interrupting workers.

The 200 by 50 ft. engineering offices area at Reliance Electric & Engineering Co., in Euclid, Cleveland. This view was taken from the left side of the plan shown on page 46.

Plant Engineering Offices Use Modular Units Effectively

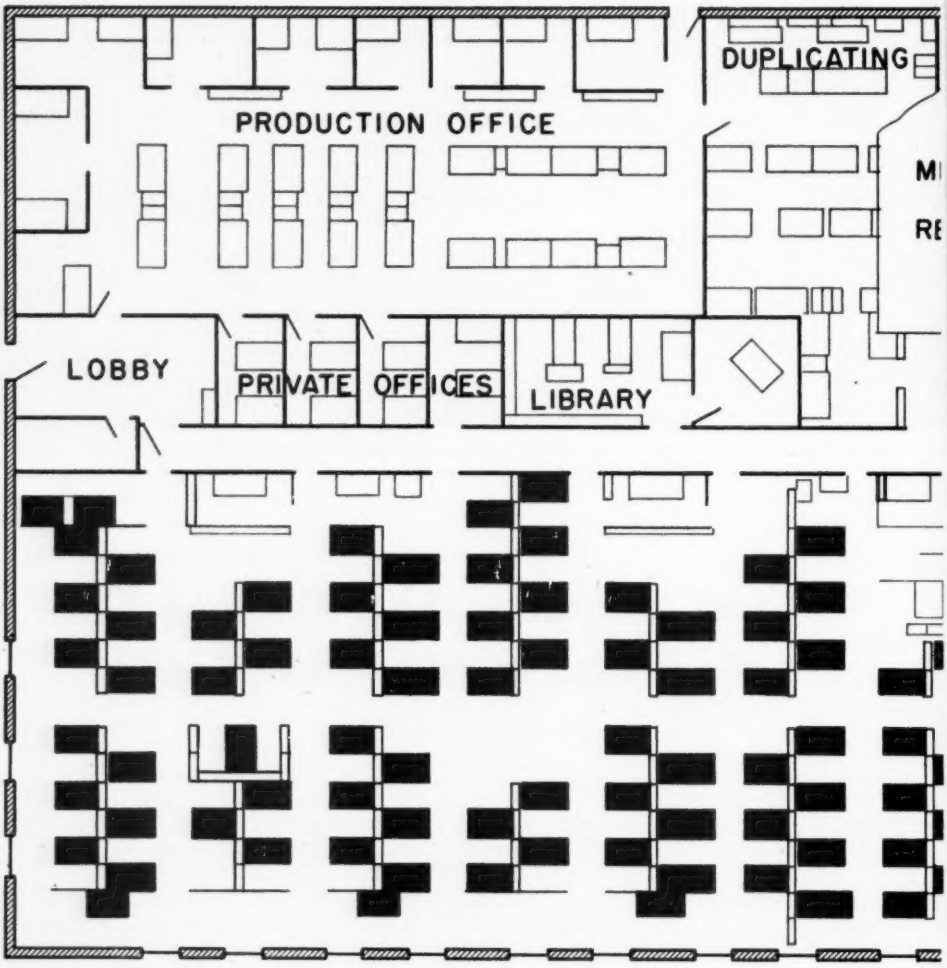
WALTER RUDOLPH

FLEXIBLE offices are among the facilities of the $1,800,000 plant of Reliance Electric & Engineering Co. in Euclid, Ohio. Any discussion of the office arrangements must highlight the unique approach to accommodations for some 200 engineers, draftsmen and technicians during their working hours. Technical services and facilities are under a single roof and into the planning and designing of these particular facilities have gone a number of basic considerations. Looking toward even future requirements, Reliance engineers will be able to handle stepped-up work loads with maximum efficiency.

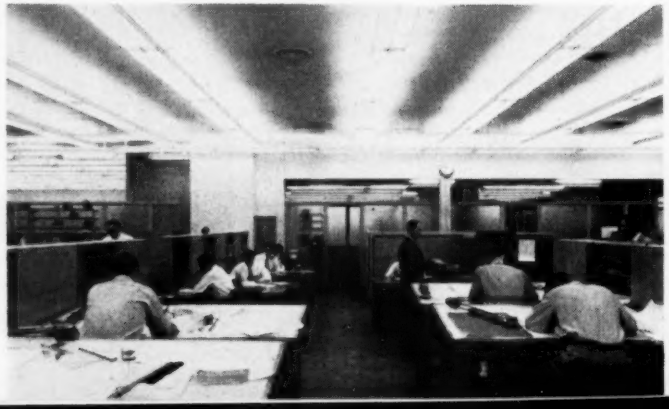
Every engineer and draftsman has received individual attention in the matter of working quarters. Everyone's "home on the job" has been designed for personal efficiency, conditioned for comfort and arranged to provide the greatest possible freedom from distraction. All this, with a high degree of flexibility thrown in, provides for happy present and possible future rearrangement of facilities.

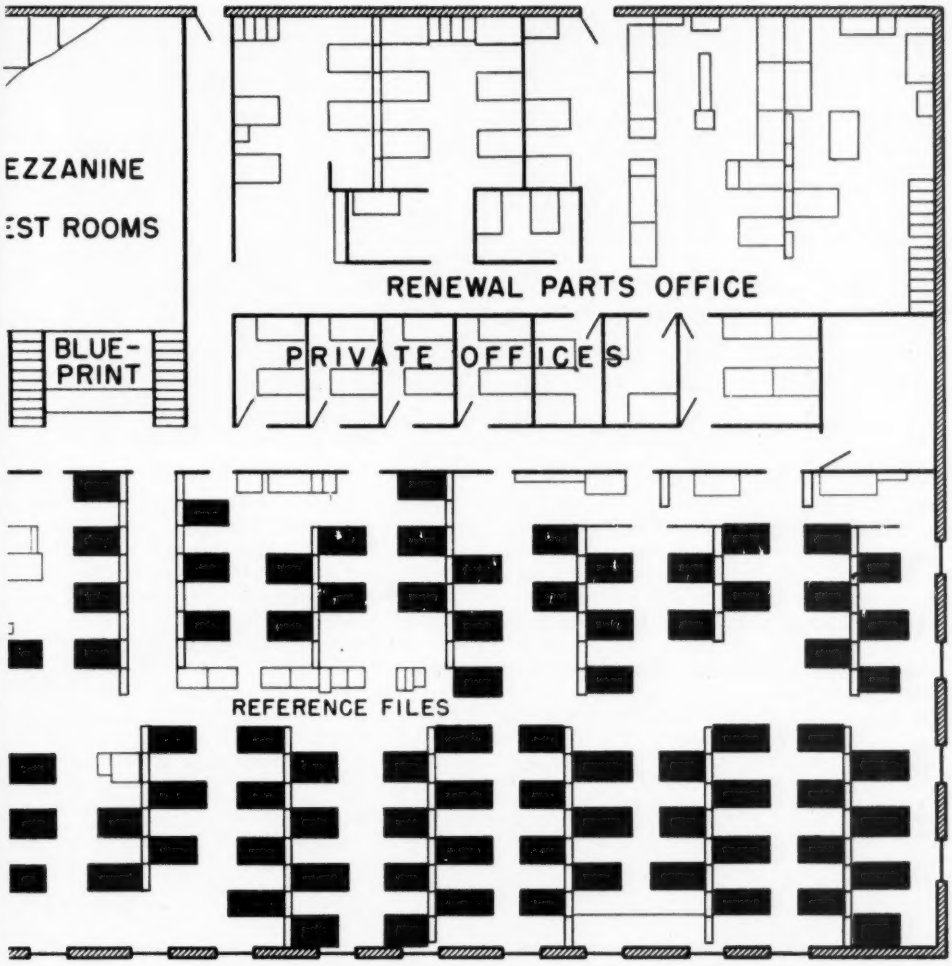
Based on a 5 x 3 x 1 ft. bookcase as a modular unit, the plan provides for future changes while making full use of available area. Bookcase modules are assembled in rows of eight, with shelf openings alternated to provide four desks or drafting tables on either side of each row. In a 50 x 200 ft. room, 26 interchangeable cubicles are thus laid out.

The low partition (5 feet) offers little



The engineering department is fitted completely with modular units as indicated by solid red in above plan. The view at right was taken from a point near the bottom of the plan and shows a typical section with engineers' desks and draftsmen's tables between two bookcase-partitions.





obstruction to uniform lighting intensity, designed for 100 footcandles at drafting table height, and air circulation is aided by the 12″ space at the partition's bottom. Floor is clear, since telephone, power and dictating circuits are located beneath the lower shelf of each bookcase.

Conventional housing for 200 engineers, draftsmen and technicians would have required a room some 650 sq. ft. larger, it is reported. In this flexible modular arrangement, full interchangeability of either module or cubicle, or modules in combination, is afforded. Supervisors have double modules and several conference areas combine two modules with added plywood partitions. Each draftsman has an extra-width shelf for the largest standard (ASA "D" size) drawing. Economy of the table and shelf L-arrangement is clearly

The low level partitions, raised 12" off the floor, allow unobstructed ventilating and heating. Electrical circuits for equipment, arising from floor ducts, run below bottom shelves on bookcase-partitions to keep the floor clear.

demonstrated, confirming earlier motion and time studies.

Individual engineers are given what they want most in performing their work. This is a personal working area with much of the privacy afforded by an individual office. At the same time there can be a teamwork spirit, since arrangement brings eight units together. Reliance engineers have isolation that promotes maximum effort, while gaining the overall advantages of one-room visibility, ventilation and illumination for the entire office.

Primary and secondary aisleways, to minimize congestion and traffic flow disturbance, pass lengthwise through the 200 x 50 ft. general office area. Files and office services are centrally located. Rest room facilities, also used by personnel of the adjoining production and renewal parts department, are easily accessible yet out of the way on the mezzanine floor.

Private managers' offices face the main aisle directly across from the area occupied by departmental personnel. Production and renewal parts offices at

Noise level is kept low for concentration on detail work because modular layout reduces lateral noise transmission and acoustical ceiling prevents sound waves bouncing back.

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WHEREVER THERE'S BUSINESS THERE'S **Burroughs**

one end, further along the corridor, open into their respective plant areas rather than onto the main aisle of the engineering offices. At the east end of the building there is a 12 x 16 ft. conference room.

Near particular engineering groups are four smaller semi-private conference areas. Semi-private working areas are also provided for group supervisors. Module sections greatly reduce lateral noise transmission while the sound-absorbing ceiling of acoustical tileboard reduces noise reflection. Thus the engineering offices' noise level is well under the limits required for concentration on detailed work. Module-cubicles also confine other disturbances.

The engineering offices are wired via underground ducts for dictating machines. Jacks mounted under bookcases allow plugging in portable handsets for Ediphone Televoicewriters. Executives use conventional Voicewriters. The system is divided into sections, each wired to a different secretarial transcribing instrument.

Ventillation is through a combination system which operates under positive pressure to exclude dirt. Nemostats deflect air at ceiling inlets to give draft-free circulation, with seven changes per hour of 100% fresh filtered air in summer. Air temperature is controlled by heat exchangers in the fan units. Heating coils in the exchangers use gas-fired, low pressure boiler steam and a continuous convector using circulated hot water, mounted along outside walls, compensates for heat lost through windows and walls in winter.

The modern cafeteria and conference rooms boast a "two-way stretch" through telescoping partitions. Either can be used alone or, in the case of overflow meetings, can be thrown together for programs that may begin or end with refreshments. Unusual spaciousness is lent to both cafeteria and conference quarters by the light coming through casement windows along one wall and by generous counter space for food preparation facilities. Office employees have an informal "honor" system for so-called coffee-time away from their work and the cafeteria serves handily for this diversion. Factory personnel make use of the cafeteria but, as a matter of convenience, their coffee, milk, etc., are delivered to their work stations.

Accordion-like partitions between cafeteria and conference area at Reliance Electric & Engineering Co. allow for overflows in either area and combine refreshment and meeting facilities.

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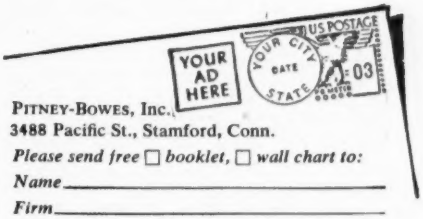

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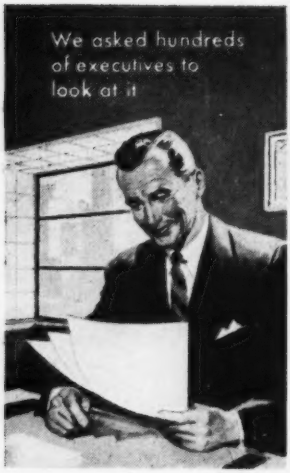

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LOOK FOR THE HAMMERMILL WATERMARK ...OUR WORD OF HONOR TO THE PUBLIC

Earl R. Youngs, office manager, Toledo Pipe Threading Machine Co., and Mabel Foth who operates a Burroughs Sensimatic Accounting Machine.

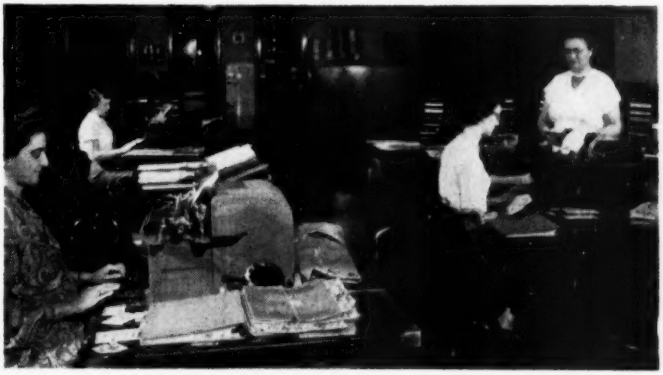
Toledo Office Puts Many Jobs On Accounting Machines

MAXIMUM efficiency is a target that management at Toledo Pipe Threading Machine Co. has kept its sights trained on for the past 50 years. Whether it be in manufacturing, marketing, engineering or office procedures, the continuous adoption of improved methods has contributed heavily to the firm's success and progress. William W. Vosper developed the receding die principle for pipe threading in 1901. The following year the present Toledo Pipe Threading Machine Co. was founded on his invention. Since then the reputation for excellence of Toledo products has spread throughout the industrial world.

In his office on the second floor of Toledo's administration building, overlooking the active commerce on the Maumee river, Durban A. Longenecker, president and treasurer, remarked, "To make sound decisions for business tomorrow, management must have complete information on what business is doing today. An analysis of our accounting procedures revealed that the preparation of our general ledger, sales distribution and accounts payable work required greater efficiency. Naturally, we established methods and equipment which would perform these accounting requirements most satisfactorily."

Toledo's solution was to install a completely new system for handling accounts payable (payment and distribution), the general ledger and extend it to the preparation of sales distribution. The system centered on the operations of a Burroughs Sensimatic Accounting Machine.

'By installing this system," Earl R. Youngs, office manager, said, "we eliminated three books of original entry and are handling accounts payable far more



Edna Moor (standing) is in charge of the billing department at Toledo Pipe Threading Machine Co. where June Wagner, Mary Brancheau and Agnes Rasik are shown operating Burroughs billing machines.

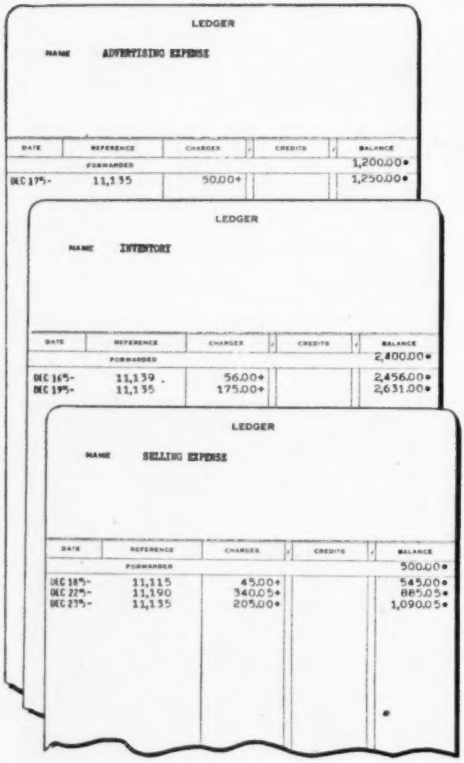
rapidly, with less effort and greater accuracy."

Vendors' invoices are posted to a voucher check which is prepared in triplicate. The original check is sent to the vendor, the second copy is retained as a check register and the third is filed with the invoice. When the posting is completed, the machine instantly prints accumulated totals, later to be used as a check against distribution totals. The ease and speed of handling large vendors has been particularly simplified, now that a complete month's posting can be done on one form, the due date noted and the check mailed out promptly.

When preparing distribution ledgers, the operator merely indexes the previous balance then lists the amount of the charge into the machine, and the ledger is printed with automatically extended totals to date for each distribution account. Formerly it was necessary to obtain totals by listing amounts on an adding machine.

Sales distribution is handled in the same manner as accounts payable distribution, with exhaust posting from invoices in a pre-stuffed tray, and is done in about half the time formerly required. Since all entries are current and corrections have been virtually eliminated, the general ledger is completed and all books are closed shortly after the first of the month. When using manual methods, the company never completed the general ledger as rapidly.

The weekly payroll for about 50 supervisory personnel is also done on



LEDGER

NAME ADVERTISING EXPENSE

DATE	REFERENCE	CHARGES	✓	CREDITS	✓	BALANCE
	FORWARDED					1,200.00•
DEC 17-	11,135	50.00+				1,250.00•

LEDGER

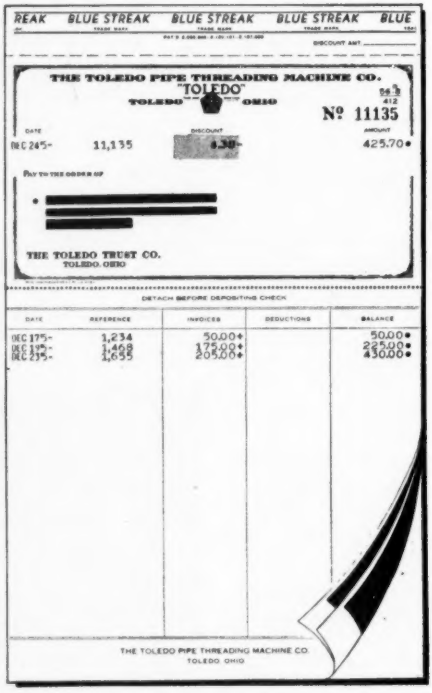
NAME INVENTORY

DATE	REFERENCE	CHARGES	✓	CREDITS	✓	BALANCE
	FORWARDED					2,400.00•
DEC 16-	11,139	56.00+				2,456.00•
DEC 19-	11,135	175.00+				2,631.00•

LEDGER

NAME SELLING EXPENSE

DATE	REFERENCE	CHARGES	✓	CREDITS	✓	BALANCE
	FORWARDED					500.00•
DEC 18-	11,115	45.00+				545.00•
DEC 22-	11,190	340.05+				885.05•
DEC 23-	11,135	205.00+				1,090.05•



BREAK BLUE STREAK BLUE STREAK BLUE STREAK BLUE

DISCOUNT ANT.

THE TOLEDO PIPE THREADING MACHINE CO.
"TOLEDO"
TOLEDO OHIO

Nº 11135

DATE		DISCOUNT	AMOUNT
DEC 24-	11,135	4.30-	425.70•

PAY TO THE ORDER OF

[redacted]

THE TOLEDO TRUST CO.
TOLEDO, OHIO

DETACH BEFORE DEPOSITING CHECK

DATE	REFERENCE	INVOICES	DEDUCTIONS	BALANCE
DEC 17-	1,234	50.00+		50.00•
DEC 17-	1,468	175.00+		225.00•
DEC 23-	1,655	205.00+		430.00•

THE TOLEDO PIPE THREADING MACHINE CO.
TOLEDO OHIO

Accounts payable distribution ledgers and voucher check.

BE BRIGHT

with Colorbrite

the Feather touch lead

Feather touch lead

...assures brilliant color without bearing down—less pressure, easier to use.

makes reading easier

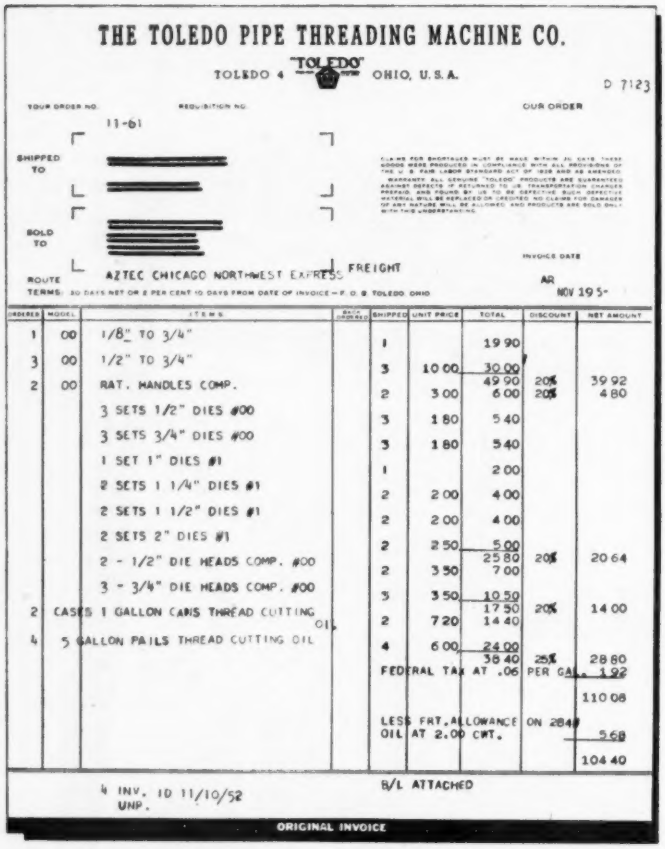
...on colored paper, under fluorescent light—makes no difference! Colorbrite high-visibility hues are easier to read.

and it's Guaranteed

...not to break in normal use. AND—Colorbrite is smearproof—wetproof—fadeproof.

Ask your stationer for Colorbrite.
Available in 24 colors.

EBERHARD FABER *since 1849*



THE TOLEDO PIPE THREADING MACHINE CO.

TOLEDO 4 "TOLEDO" OHIO, U.S.A.

D 7123

YOUR ORDER NO. | REQUISITION NO. | OUR ORDER

11-61

SHIPPED TO

SOLD TO

CLAIMS FOR SHORTAGES MUST BE MADE WITHIN 30 DAYS. THESE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL PROVISIONS OF THE U. S. FAIR LABOR STANDARD ACT OF 1938 AND AS AMENDED.

WARRANTY: ALL GENUINE "TOLEDO" PRODUCTS ARE GUARANTEED AGAINST DEFECTS IF RETURNED TO US, TRANSPORTATION CHARGES PREPAID, AND FOUND BY US TO BE DEFECTIVE. SUCH DEFECTIVE PARTS WILL BE REPLACED OR REPAIRED. NO CLAIMS FOR DAMAGES OF ANY NATURE WILL BE ALLOWED, AND PRODUCTS ARE SOLD ONLY WITH THIS UNDERSTANDING.

ROUTE: AZTEC CHICAGO NORTHWEST EXPRESS | FREIGHT

INVOICE DATE: AR NOV 195-

TERMS: 30 DAYS NET OR 2 PER CENT 10 DAYS FROM DATE OF INVOICE — F. O. B. TOLEDO, OHIO

ORDERED	MODEL	ITEMS	BACK ORDERED	SHIPPED	UNIT PRICE	TOTAL	DISCOUNT	NET AMOUNT
1	00	1/8" TO 3/4"		1		19 90		
3	00	1/2" TO 3/4"		3	10 00	30 00		
						49 90	20%	39 92
2	00	RAT. HANDLES COMP.		2	3 00	6 00	20%	4 80
		3 SETS 1/2" DIES #00		3	1 80	5 40		
		3 SETS 3/4" DIES #00		3	1 80	5 40		
		1 SET 1" DIES #1		1		2 00		
		2 SETS 1 1/4" DIES #1		2	2 00	4 00		
		2 SETS 1 1/2" DIES #1		2	2 00	4 00		
		2 SETS 2" DIES #1		2	2 50	5 00		
		2 - 1/2" DIE HEADS COMP. #00				25 80	20%	20 64
		3 - 3/4" DIE HEADS COMP. #00		2	3 50	7 00		
				3	3 50	10 50		
2	CASES	1 GALLON CANS THREAD CUTTING OIL				17 50	20%	14 00
				2	7 20	14 40		
4		5 GALLON PAILS THREAD CUTTING OIL		4	6 00	24 00		
						38 40	25%	28 80
				FEDERAL TAX AT .06 PER GAL.				1 92
								110 08
				LESS FRT. ALLOWANCE ON 284# OIL AT 2.00 CWT.				5 68
								104 40

4 INV. ID 11/10/52
UNP.

B/L ATTACHED

ORIGINAL INVOICE

Invoice totals and net amounts are computed automatically on the billing machine. Machine makes original invoice on a Ditto spirit master from which are reproduced whatever number of copies the customer may request.

the same machine. Where it formerly required several hours to complete the salaried payroll, this application is now run off in about an hour. The statement of earnings, pay check, earnings ledger and payroll journal are all completed in one operation.

"Adapting the versatility of this machine to our requirements has permitted us to handle these accounting needs faster, easier, more accurately and at less expense than we could handle them before," Mr. Youngs said. "This same policy also has underlined the billing system we have developed into a streamlined procedure which avoids the threat of peak work loads."

Under this billing system, original invoices are made on a Ditto master, then as many copies can be run off as any customer requires or requests. The customer's name, address and a list of items ordered are first typed onto the master copy, a copy of which becomes a shipment order to be filled from stock. When filling, the order, the quantity shipped and the unit price are noted, and the completed order is sent to the operator of a Burroughs Multiplying Billing Machine. The machine operator indexes the quantity shipped, the unit price and the discount into the machine. The total price and net amount are computed and printed automatically

pH···
WHAT IT MEANS

By Sidney I. Roberts, M.Sc.

Whenever there is a discussion of the solutions, inks and paper in lithography, we always hear the term "pH." Briefly, here is what it is:

While a lithographic plate is being run on the press, the dampening form roller continues to supply the proper amount of moisture to the plate surface to insure clean, non-image areas. The moisture supplied from the dampening fountain is slightly acid in character in order to adhere to the non-image areas and to resist emulsification with the ink. If the acidity is decreased, however, difficulty is experienced in keeping the non-image areas of the plate clean, and there is likelihood of ink-water emulsification. On the other hand, if the acidity of the fountain solution is too high, it may attack the image and shorten the plate life, or react with the surface of the metal plate and cause scumming.

Therefore, it is important to good printing that the acidity of the dampening solution be just right. To indicate acidity, we use what is called a pH scale. On this scale acid solutions run from 0 to 7 and alkaline solutions from 7 to 14. Point 7 on the scale is neutral. Hence, lowering the acid raises the pH value. The ideal value for the dampening solution will give it enough strength to keep the non-image areas of the plate clean, without attacking the image. There are scales available for measuring the pH of a fountain solution, but if the specified amount of Davidson Damporite is mixed with distilled water, the resulting Damporite solution will have the correct pH value.

If tap water is used in place of distilled water in the fountain solution, alkaline impurities will surely neutralize much of the acid, with the result that the fountain solution becomes too weak. Tampering with the fountain solution to raise the acidity (lower the pH reading), may result in raising the acid content beyond the desired amount, which could cause immediate scumming of the plate and toning of the ink. The pH of the fountain solution, while important, is only one factor. Equally important to the successful use of a dampening solution are all the various ingredients used in its formulation—each of them contributing to the final result.

For trouble-free operation, always mix the proper amount of Davidson Damporite with distilled water for use in the dampening fountain. A solution thus prepared contains the proper amount of all the necessary ingredients and will present no pH problems.

For best results day after day...

Davidson

Laboratory Controlled

SUPPLIES

FOR ALL OFFSET MACHINES

MATCHED

for consistently fine results

ETCHORITE® . . . a top quality etch for zinc, aluminum and other metal offset plates. Its pH value is carefully maintained and will not change under ordinary conditions. Ready to use . . . safe . . . non chromic. Quarts and gallons.

COVORITE® . . . a non-spoiling plate gum that prevents plates from oxidizing . . . keeps image from spreading. Compounded with strict adherence to pH requirements. Ready to use . . . free from sediment. Quarts and gallons.

DAMPORITE® . . . a concentrated fountain etch. Add distilled water and it's ready to use. Carefully made with respect to pH value. Safe . . . non-chromic . . . preferred for use with all types of offset plates. Quarts and gallons.

See your nearest Davidson Sales and Service Agency or write us.

DAVIDSON CORPORATION

A SUBSIDIARY OF MERGENTHALER LINOTYPE COMPANY

Dept. 17, 29 Ryerson St., Brooklyn 5, N. Y.

onto the Ditto master. Miscellaneous information such as taxes, freight allowance and adjustments also are handled on the machine. The complete job of extending, accumulating and printing is done as rapidly as the operator enters the figures in the machine.

"Our billing department averages between 250 and 300 invoices a day, with extensions varying from one or two items to several hundred items requiring pages of invoices," Mr. Youngs said. "Nonetheless, all invoices are prepared and mailed promptly. For solid business operations, office methods must operate at maximum efficiency and must supply management with current facts and figures. To achieve this goal, we turned to accounting machines. The results have been most satisfactory."

Employee Status Form Saves Time

BEATRICE MILLER

THE introduction of a form to indicate any change in the status of an employee has eliminated countless memos at Engineering & Research Corp., in Riverdale, Md., because a concentrated picture of each employee's progress is now presented by one sheet. The new form was designed by the personnel department and permits a supervisor to say what he wants to, with a minimum of effort.

The form is prepared in an original and three carbon copies from which postings are made to an employee's personnel record, payroll record and to files for purposes of departmental reference and statistics. Full information may be clearly gathered at a glance on any changes in an employee's status. To further save time, copies are on different colored paper to denote the department which retains and files each copy.

The form provides for the date and type of action being taken. Only a checkmark is required to indicate: F (foreman's record), K (Kardex file of employee's record), E (locater file), S (seniority). Additional records where postings are necessary are Tool Crib where changes on the tool crib card are indicated by clock number changes, and Safety where posting is necessary in the safety division when an employee has returned from a leave of absence or illness. When the posting has been completed, a check is made in the posted box.

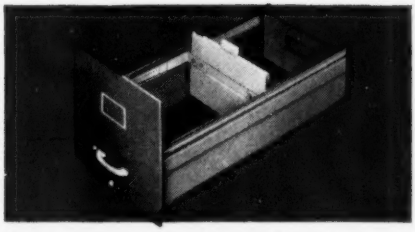
A foreman putting through a request for adding personnel indicates whether he wants male, female or either; on which shift there is a vacancy and at what rate of pay the employee is to be hired. A section of the form is provided for separations where an index of Quit with Notice, Quit Without Notice, Discharge, Layoff, Leave of Absence, tells a quick story of what affected termination. There is space for remarks to be filled in with reasons for separation. The supervisor's rating of an employee marks the differences between the employee's ability and performance. This can be indicated by checks in boxes: Above Average, Average, Below Average.

There are two copies of the form for personnel department files; the second copy dropped into a statistical file arranged by month to determine quickly by department or plant how many people were hired in one month, how many increases were given in a month, how many shift changes, how many promotions and other information. There is no need to search through a number of files to accumulate the information which makes up an employee's record. His progress over the years is complete in one record.

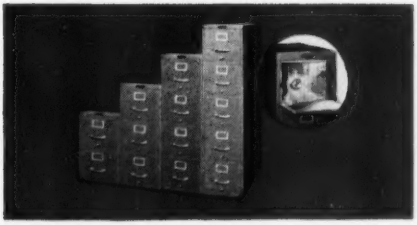
"We used to have innumerable forms and memos for sick leave, death in the family, defense bonds, shift changes, transfers—which took time to prepare, time to route and post, and would clut-

Get greater filing capacity with Invincible Metal Filing Cabinets

Only INVINCIBLE offers these outstanding design features



New type compressor pulls up tight, locks securely, holds firmly. Provides maximum filing space. Drawer rolls in and out effortlessly on roller bearing suspension.



Desk high, counter high, standard four-drawer or five-drawer cabinets. Letter or legal size drawers — with or without lock. Exclusive concealed safe unit also available.

HERE'S one big reason why Invincible Metal Filing Cabinets are better. These cabinets easily pack more folders and papers into the drawer . . . provide maximum use of filing space . . . cut "cost per filing inch." More, durable Invincible cabinets are built to last longer.

For maximum satisfaction, better construction, greater utility, insist on Invincible cabinets. Write for details.

INVINCIBLE

OFFICE EQUIPMENT
FOR BETTER BUSINESS LIVING

Invincible Metal Furniture Co. • Manitowoc, Wis.

EFFECTIVE DATE	Request for Personnel Action ENGINEERING AND RESEARCH CORPORATION RIVERDALE, MARYLAND	ACTION

F	E	E	S	Longevity	Sick leave	Attendance				Tool Crib	Union	Safety	Security	Insurance	Posted

☐ RE-EMPLOYED

☐ REINSTATED

☐ Group Insurance Deduction.....

Old Clock No.....

Terminated On.....

HIRE			SHIFT			DAY RATE	NIGHT RATE
Male	Female	Either	1st	2nd	3rd	$ Per Hour / Per Week	$ N Per Hour / Per Week

Job Title:

Department or Section No:

Clock No.	Last Name	First	Initial	Social Security No.

☐ QUIT WITH NOTICE

☐ QUIT WITHOUT NOTICE

☐ DISCHARGE (Payoff check requested by.....Time.....)

☐ LAYOFF (Employee was notified on.....)

☐ LEAVE OF ABSENCE (From..... To.....Inclusive)

NO. OF DAYS VACATION PAY DUE EMPLOYEE

Reason for Termination or Leave of Absence:

Mail Final Check To: Mailed: W/E

SUPERVISOR'S RATING OF EMPLOYEE

ABILITY..... ☐ Above Average ☐ Average ☐ Below Average

PERFOMANCE..... ☐ Above Average ☐ Average ☐ Below Average

☐ Rehire Recommended ☐ Rehire Not Recommended

☐ Cleared By Finance

☐ Company Property Returned

Finance Copy Out..... Supervisor..... Date.....

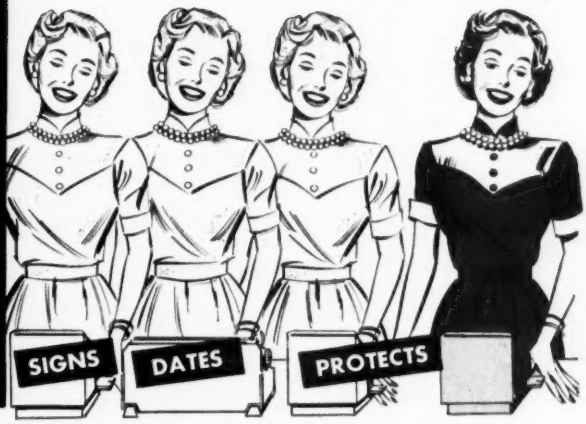
Cleared By..... Approved..... Date.....

Form P-26A SUPERVISOR'S COPY

ter up the file besides," said R. M. Winkler, personnel director. "Our new form says it all in one sheet. We believe it would apply with equal savings to any company with from one to several thousand employees." Engineering & Research Corp. employs approximately 2,000.

ONE MACHINE DOES THE WORK OF THREE

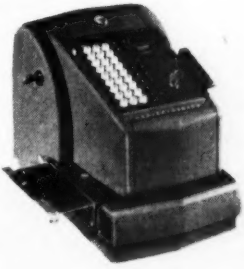
—and does it better



—the new Todd Check Disburser

It's the only machine of its kind in the office equipment field. It puts the date, the amount, the signature on a check in a single operation!

The new Todd Protectograph Disburser protects your checks from alteration not only of amount and signature but of *date,* too. With it, check issuance is rigidly controlled every step of the way —from blank check to cancelled check. Insurance guarantees this protection.



Employees like the new Todd Disburser because it's fast, simple, easy to operate. Executives like it because it saves employee time and overhead, does away with manual signing of checks and completely protects company funds.

FOR COMPLETE INFORMATION—MAIL THE COUPON

Todd COMPANY, INC.

ROCHESTER NEW YORK
SALES OFFICES IN PRINCIPAL CITIES
DISTRIBUTORS THROUGHOUT THE WORLD

THE TODD COMPANY, Inc., Dept. TO, Rochester 3, N. Y.

Please have your representative telephone me for an appointment.

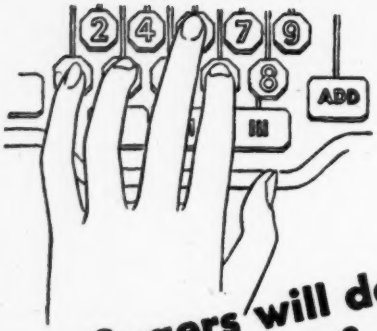
Name of Firm_____

City_____ Zone____ State____

Telephone_____

By_____

TO-8-53



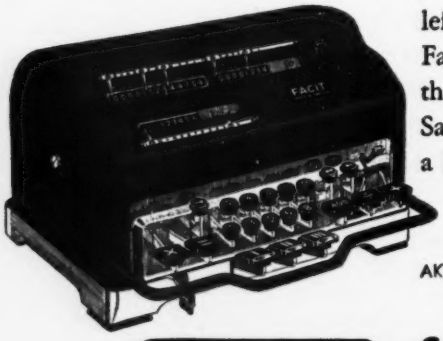
five fingers will do more work

than five people—

WITH FACIT!

Calculate with your left hand.
Write with your right.

With Facit—the world-famous Swedish, fully automatic calculator—you can calculate 5 to 10 times faster than by ordinary methods. Anyone can calculate anything, thanks to Facit's simplified easy-to-learn 10-key system. Touch-operate with the left hand, and check with the right. A Facit very soon pays for itself because it's the least expensive machine in its class. Save money and energy—calculate with a Facit.



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FACIT **CALCULATOR** MADE IN SWEDEN

World's most exported calculator

FACIT INC., 500 FIFTH AVE., NEW YORK 36, N. Y.

BRITISH AIRLINE'S BOOKING SYSTEM

JOHN GRINDROD

INTENDED to speed up bookings by about 50% at a time when 25% more passengers were expected as a result of tourist fares and the use of propeller-turbine Viscount airliners, British European Airways installed semi-automatic reservation equipment. It is expected to be able to cope with an additional two million passengers a year without extra staff. With 1,300,000 passengers a year the corporation has already, in London, one of the world's largest airline reservation problems. The new Flightmaster reservation equipment, however, will have an ultimate capacity of six million passengers a year.

The kingpin of the new equipment is a semi-automatic control board in the space control section, that "remembers" whether seats are available or not on any future BEA flight up to six months ahead for the Channel Islands (for which reservations are made well in advance) and one month ahead on other routes. The board is 6½ ft. high and 20 ft. long with a capacity of 32,000 flights in all. It is to this information center that all reservation sales clerks refer when dealing with inquiries at the public counter, on the telephone or by correspondence. Wired to the central control board is a 100 ft. long conveyor belt table which now can accommodate 48 reservation sales clerks, but for which provision has been made ultimately to double this capacity.

When accepting a reservation, the clerk first checks that seats are available by operating the keyboard of his consulting unit, a desk instrument with which each pair of clerks is equipped The required information from the control board is signalled by lights on the panel of the consulting unit. Readings for possible alternative flights are also given so that if one flight is fully booked, the clerk can immediately inform the passenger of the next available service.

Hitherto, reservation clerks have had to consult booking sheets which involved the slow process of counting and resulted in congestion especially at busy periods. The Flightmaster enables any clerk to book any destination instead

(*Continued on page* 107)

Having dialed for a reservation and received clearance, the BEA reservation clerk records the reservation on a card which is carried to the space control section by the conveyor belt at the rear of her desk.

Over 1,000 at NMAA Convention

ATTENDANCE at the second annual convention of the National Machine Accountants Assn. in Milwaukee, June 18-20, was slightly over one thousand or double that of last year. During the meeting, the 53rd chapter was admitted to attain NMAA's goal of 53 chapters in '53. There were only 26 chapters a year ago. Some 20 manufacturers exhibited their products this year and while this too was double the number of last year's exhibitors, three times as much space was taken by exhibitors in 1953. Despite the increase in exhibit space, the exhibitors were overwhelmed by convention registrants and at times the exhibits were so crowded with people that it was impossible to move about in the booths.

Seminars at the convention were equally crowded and many had to await the second or third session of a meeting to gain admittance. Seminars had to be repeated to satisfy all who wished to attend. At the June 19 banquet in the Crystal Ballroom of the Hotel Schroeder, 791 members and their wives were on hand which necessitated serving some 60 people in another dining room in the hotel. All in all it was a great convention and, considering it was only NMAA's second national meeting, it foretells a promising future for this organization of machine conscious men and women.

The following national officers were elected during the convention: Gordon C. Couch, John Hancock Mutual Life Insurance Co., Boston, president; Richard L. Irwin, U. O. Colson Co., Paris, Ill., vice president; Donald A. Talucci, The Maccabees, Detroit, secretary; A. C. Brown, Schlumberger Well Surveying Co., Houston, treasurer.

NMAA officers. In front: Donald A. Talucci, The Maccabees, Detroit, secretary; Gordon C. Couch, John Hancock Mutual Life Insurance Co., Boston, president; Richard L. Irwin, U. O. Colson Co., Paris, Ill., executive vice president; A. C. Brown, Schlumberger Well Surveying Co., Houston, treasurer. Vice presidents, at rear: James R. Perrin, Cone Mills Corp., Greensboro, N. C.; Robert O. Cross, Southern California Edison Co., Los Angeles; Andrew J. Grant, Clark Controller Co., Cleveland; Donald J. Gerighty, Aeroquip Corp., Jackson, Mich.; Charles H. Johnson, Commerce Clearing House, Chicago.

DON'T BUY

a photocopy machine UNTIL YOU SEE the new

Photorapid

Photocopies in seconds without camera, darkroom or trays, from white or colored originals; single or double side; transparent masters for diazo or blueprints; tissue for air mail.

UNIQUE ADVANTAGES

- Non-metallic construction prevents corrosion
- Closes tight when not in use
- Solution "keeps" in machine 30 days or until 200 copies are made
- Simple and easy to clean
- Copies from books without removing pages

NOTE:

Dealer franchises in some cities still open

Copy-Craft INCORPORATED

CARBON PAPERS
INKED RIBBONS
DUPLICATING EQUIPMENT
DUPLICATING SUPPLIES

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FIRM _____

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Is saving 1 cent a day on old office typewriters really worthwhile?

You save no more than this when you trade in at 10 years instead of 5, but the advantages of having new Royal Standards are worth much, much more.

Why not spend that 1 cent a day by trading in your old machines at 5 years?

Why not spend it and get a return in boosted morale and better employee relations worth many times that amount? *New*, really modern Royal Standards will produce more work faster.

Your secretaries will increase their typing speed on clean, new, ahead-of-the-times Royal Standards. You'll have fewer service calls. And you'll get better-looking letters and memos, indicative of the pride you have in your own business.

The new Royal Standard has many exclusive, advanced features found on no other office machine today. In addition, it has all the famous improvements that

CALL YOUR ROYAL REPRESENTATIVE

have made Royal a 2½ to 1 favorite among people who type.

Your local Royal Representative will be glad to bring a new Royal Standard to your office and show you how the finest, most rugged typewriter ever built performs.

He will also give you the detailed arithmetic on why you save only 1 cent a day by keeping your old office machines 10 years instead of 5. *Royal Typewriter Company, Inc., 2 Park Avenue, New York 16, New York.*

ROYAL

He's listed in the Classified Telephone Directory

NOMDA officers and directors. Seated: Larry Walter, Ed Knecht, Harold W. Mann, James P. Ward, D. L. Keeney Jr., David C. Silvers, Wilbur E. Walker, Jack Weiner, Charles Krause Jr., Clarence E. Bush, H. C. Van Zant, Ed McHale, Edward Pfitzenmaier, Liston Jackson, Alfred H. Foxcroft. Standing: Larry N. Mauck Jr., Paul McWilliams, Robert Randazzo, William Simpkins, William H. Burt, Gordon E. Miller, Ralph Neumayer, John Stifter, George T. Carr, C. Schennum, Irwin Vincent, Charles R. Chappell, Nicholas H. Fucci, Charles S. Meyers, W. AA. Johnston, Herbert C. Toussaint, J. O. Waedekin, Harold E. Steinke, Fred Johnson, Noel Brewington, A. M. Fincher.

JOHN D. ROMANO
NOMDA President

WILBUR E. WALKER
Vice President

28th Annual NOMDA Convention

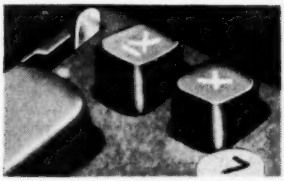
THE 28th Annual Convention and Trade Exhibit of the National Office Machine Dealers Assn. at Atlantic City June 18-20, proved an appealing and well-attended event. With over 400 registrations, almost reaching a new record, this year's exhibits of almost 40 manufacturers offered more than usual to those attending. The exhibits attracted considerable attention because of the different new products shown and also because of the international character of the many different units on exhibition. The trade exhibit as a whole reflected the expanding trend toward dealer distribution by manufacturers.

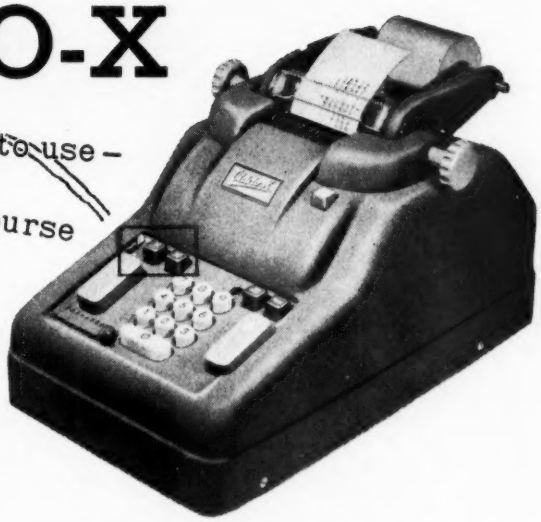
The business program was in the main devoted to panel discussions by product groups. This more informal type of program furnished dealers and manufacturers with the opportunity of discussing trade subjects and problems more intimately.

John D. Romano of Valley Typewriter Co., Fresno, Calif., was elected president for the year ahead. Wilbur E. Walker, Wichita, Kans., is vice president; D. L. Keeny Jr., Dallas, is treasurer; David C. Silvers, American Business Machines, Inc., New York, is secretary. Harold W. Mann is executive secretary. The 1954 NOMDA convention is scheduled for St. Louis and the membership voted to hold the 1955 convention in Cincinnati.

the new **ADDO-X**

so fast – so easy to use – and accurate, of course





New feature **speeds up** multiplication!

ADDO-X takes the lead in the adding machine field with its exclusive STEP-O-MATIC MULTIPLIER LEVER. This new feature permits automatic step-over to the next higher unit without using the O-key . . . a time saver that really insures fast and efficient multiplication . . . offers added versatility to handle any job.

Pre-selling your customers

These, and many other ADDO-X features, such as — the "live" Repeat and Repeat/Subtract Key plus automatic clearance of the Keyboard after multiplication . . . combined with ADDO-X's feather-matic action, precision built mechanism and error-proof design . . . are now being effectively advertised to top management and other buyers in trade and business publications.

Write today for new literature.

ADDO MACHINE CO., INC.

145 WEST 57th STREET, NEW YORK 19, N. Y. CIRCLE 5-6940

Exclusive U. S. Distributors; Addo-X Adding Machines
Roneo Mimeo Machines — Multo Calculators

New Products

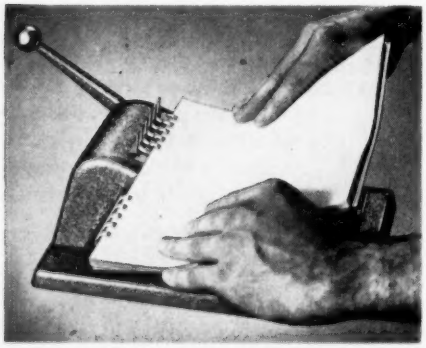
STENCIL COMPOSING MACHINE

Ralph C. Coxhead Corp., 720 Frelinghuysen Ave., Newark 5, N. J., makes the Vari-Typer Stencil-Writer machine, especially designed to prepare mimeograph stencils with a variety of print-like

faces, in various styles and sizes, which impart a professional appearance to stencil duplication. A drawer, at the base of the machine, contains as many as 15 different type fonts, each a complete unit of upper and lower case together with symbols and punctuation marks. A selection of any two type fonts fit into operating position at once with changes from one font to the other accomplished by turning a knob. Thus a choice of a body-copy type style may have its matching italics or a bold face type for sub-heads. Changeable spacing permits condensing of types to save space without sacrificing legibility. In this manner a smaller face may be used with condensed spacing permitting double the amount of reading matter to go on a single stencil. This means fewer stencils to run, saving paper, ink and other material, and less folding and postage. Good stencilizing is largely dependent upon the uniformity of typed impressions on the stencil. This is accomplished on the Vari-Typer Stencil-Writer by an electrically controlled impression mechanism which gives each character the same uniform impact regardless of the operator's touch. The high cost of short-run printing jobs can be saved by using the Stencil Writer to give a printed appearance to stencil duplicated work. The Stencil Writer, which sells for $480, is described and its work illustrated in Booklet 20 available free from above address.

PLASTIC BINDING MACHINE

General Binding Corp., Dept. O-7, 812 W. Belmont Ave., Chicago 14, Ill., announces the PB-5 Combo plastic binding machine which does both punching and



binding operations on the same machine. Anyone can quickly and easily plastic bind loose sheets of all sizes and types into a single, handsome piece of liter-

ature. Because of the low price of the PB-5 Combo, it brings plastic binding within the reach of many who want to assemble such loose material as letters, price lists, photographs, charts, printed circulars, reply forms, etc. into custom-made booklets, manuals, reports, catalogs or whatever literature they need. Books and presentations bound on the PB-5 Combo are easier to use and read; pages turn easily and lie perfectly flat. The colorful plastic rings dress up the literature and the entire area of the page is visible. This plastic binding can be put on in the office or plant in a matter of seconds and in complete privacy. The PB-5 Combo is compact and easy to handle. It punches 10-15 pages at a time; occupies little more area on a desk than a letterhead. It measures 8½" x 11¾" at the base and weighs only 8¼ lbs. Literature describing the PB-5 Combo is available from above address.

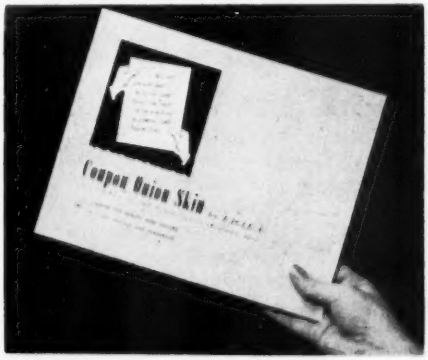
ADDING MACHINE

Addo Machine Co., 145 West 57th St., New York 19, N. Y., announces that electric Addo Adding Machines are now equipped with a Step-O-Matic Multiplier Lever so that when the multiplication

keys (Repeat or Repeat-Subtract) are released, the machine automatically shifts over to the next column. This permits the operator to continue the operation without having to depress the zero key during multiplication. It is claimed that with this feature, plus the Addo-X live Repeat and Repeat-Subtract Keys and the automatic clearance of the keyboard after multiplication, the Addo-X has most advanced multiplication for an adding machine. Addo-X machines also offer other advanced features such as symmetric keyboard, individual function keys, feather-touch action, precision built mechanism and error-proof design. Each feature is designed to eliminate needless steps and fingering, to save time and insure fast and efficient calculation. Use of the Step-O-Matic feature is optional and in the case of repeated addition the Step-O-Matic can be cut off by moving the lever on the upper left side of the keyboard. This feature has been added at no increase in prices which range from $280 to $360.

THIN RAG PAPER

American Writing Paper Corp., Dept. O-2, Holyoke, Mass., offers a free sample test packet of Coupon Onionskin, a 100% rag thin paper which maintains the high standard of their Eagle-A Coupon Bond. Produced by specialists in a mill making only thin papers, the sheet offers beauty, extra strength and durability. It is ap-



propriate for making permanent and wear-resisting copies of important documents or for advertising literature. It will withstand frequent erasures and repeated handling. This addition to the

Eagle-A line of boxed typewriter papers is available either in the Eagle-A Hinged-Top Box or in ream-wrapped packages. Write above address for free sample packet.

FORMS ON ADHESIVE TAPE

Labelon Tape Co., Dept. O, 450 Atlantic Ave., Rochester 9, N. Y., announces that Labelon Printed Flatback Tape is available at prices reduced as much as 40% because facilities now provide for volume production of both tape and printing. The tape is a true white, pre-

cision-printed to users' specifications by the Labelon Rollprint Process. Tape has high tensile strength, an adhesive which sticks firmly to any clean, smooth surface yet strips off cleanly without leaving a mark, and an excellent printing surface that can also be written on with pen or pencil. A wide variety of applications include sealing, holding, bundling, marking (unprinted), instructing, identifying, warning and inspecting. Combinations of printed and written data provide business forms applications. A typical example is the use of the tape in production control by one of the largest fractional horsepower electrical motor manufacturers. The form printed on the tape provides blank spaces for inspector's rejection notations as well as remarks regarding friction, concentricity, and play, etc. The labels are applied to motor housings and notations made when the motors reach final inspection point.

Labelon Printed Flatback Tape is available in a wide variety of widths and roll lengths with user's copy printed in a choice of colors. Samples from above address.

CASH REGISTER

Regna Cash Registers, Inc., 175 Fifth Ave., New York 10, N. Y., announce the Regna Cash Register in hand and electric models with capacity of $99,999.99. Keyboard has six keys for salesclerks or departments which can be personalized or indexed, and there are keys for cash received on account, paid out, and credit sales. A correction key releases incorrectly operated keys and a multiplying key allows repeating an amount. The

double-printing ribbon provides a customer's cash receipt and keeps record of transactions on a roll. There are two control locks: one for the tape and one for seeing total and sub-total. This allows checking sales at any time and checking cash against registered amounts. Cash drawer, made of kiln-dried oak, can be removed for putting into a safe. It is 15" long, 13¼" wide and 2¾" deep, with

rounded-bottom coin sections, sales slip compartments and bill compartments with chrome weights. Regna Cash Registers are attractive and easy to keep clean. All interior parts are cadmium coated and all exterior metal parts are chromium coated. The machine and its system of record keeping are illustrated in a full-color brochure available free from above address.

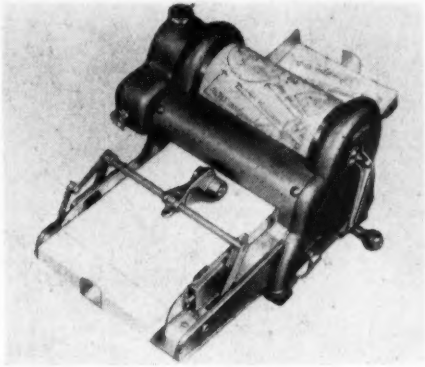
ADDING MACHINES

O.T.A. Business Machines Div., Asheville, N. C., offer four 10-key electric Resulta Adding-Figuring Machines. Model 10/11-CE lists 10 columns, totals 11, with subtraction and automatic credit balance. Model 89-CE is similar but lists 8 columns and totals 9. Model 89-SE does not have the credit balance. Model 10-11 CEST is a statistical tabulator with auto-

matic tabulating carriage and lever-set-and-clear tabulator stops which allow the machine to be quickly changed from one application to another, using different forms up to 14½" wide. Resulta adding machines have an automatic repeat key which the operator presses and holds down until the desired number of repeated items have been printed. Keyboard then automatically clears for next operation. To do multiplication either by the regular method or by the short-cut Resulta method, the repeat key automatically locks the figures in the keyboard. Resulta machines are quiet in operation and compact in size. Keys have large tops, are easily depressed and keyboard slopes gently for fast, touch operation. Subtotals, totals and credit balance print in red. Type is easily legible and carries decimal punctuation. Transparent plastic tear-off knife prevents any figures being hidden. Rear-foot rollers allow moving machine easily to and from the user. Resulta machines are made by Oerlikon Machine Tool Works, Buehrle & Co., of Zurich, Switzerland, and outside the U.S. are called Ultra. Full information on the machines, and the exclusive dealerships available, can be had from above address.

SPIRIT DUPLICATOR

Wolber Duplicator & Supply Co., 1217 Cortland St., Chicago 14, Ill. makes the Model L-54 Copy-rite Duplicator with two-way pressure control which permits retaining the most desirable pressure setting for particular runs. This "best" setting is not lost when roller pressure is released after a job is finished. Rather, the selected setting remains the same



until deliberately changed by the operator. This assures copies of uniform quality and eliminates experimenting to match pressure adjustments. Other features include a positive margin adjustment for easily raising and lowering of

the master to position copy exactly where wanted on the sheet. A complete roller release lever releases pressure on all rollers, prevents flat spots and frequent roller replacement. The aluminum fluid container is designed to follow the contour of the machine and has an indicator for easy measurement of fluid level. It assures faster flow for quicker operation and has an economical draining feature. The Model L-54 Copy-rite is finished in neutral hammerloid with embossed directional arrows and indicator. The polished aluminum handle has a red plastic knob for sure, easy grip.

ADDING MACHINE

Monroe Calculating Machine Co., Orange, N. J., will market 10-key adding machines manufactured by Olympia Werke-West GMBH of Wilhelmshaven, Germany, to round out their line of adding, calculating and bookkeeping machines. Called the Monroe 611-11-011, this

machine features an open keyboard which allows placing figures in the machine before the cycle is completed and represents a considerable saving in time. Its capacity is 11 add 12. Middle-priced, the machine offers smooth key touch, convenient desk size (117.5 sq. in.), portability (19½ lbs.), and a pleasing appearance. It will be sold through company-owned sales offices and through dealers.

Distribution of Olympia typewriters in the U. S. continues as heretofore by Inter-Continental Trading Corp., 90 West St., New York 6, N. Y., under the management of G. Hirsch.

PHOTOCOPIES IN COLOR

American Photocopy Equipment Co., Dept. 0-83, 2849 N. Clark St., Chicago 14, Ill., offers a free booklet telling how photocopies in any color can be made on the Apeco Systematic Auto-Stat photocopy machine in less than 45 seconds. Colored photocopies can be used for coding paperwork as in separating government from civilian jobs and separating the work of different departments. Any color photocopies can be made regardless of the color of the original.

THREE-WAY CHECKWRITER

Todd Co., Dept. TO, Rochester 3, N. Y., makes the Protectograph Disburser, a small, portable three-in-one machine

which protects, signs and dates checks in a single operation. After checks are inserted, a light touch on the keyboard and trip bar completes the check except for payee name. By combining checkwriting, signing and dating into a single

Another great STURGIS achievement:

Steel office chairs that are noiseless in movement

thanks to this amazing

Fiber Glass Base

Self-leveling
The flex characteristics of the fiber glass base are such that regardless of the unevenness of the floor, the occupant's weight keeps the chair absolutely level.

Cures "foot-trouble"
Office workers are prone to inflict scars and scuffs on chair bases. But a fiber glass base is a sure cure for this sort of "foot trouble".

No refinishing—ever!
Drop a chair or bang one against another — nothing will dent, deform or disfigure this fiber glass base and a wipe with a cloth will make it look like new.

Smart, beautiful patterns
The glass fiber formations produce a pattern of distinctive beauty—introducing a brand new decorative note into office chairs.

The sound-deadening properties of fiber glass make a chair equipped with this fiber glass base virtually noiseless in movement, regardless of the roughness or unevenness of the floor. This is one of several unusual features of this new base. Its durability is almost unbelievable. No amount of office abuse will dent, deform or disfigure it. And it has the almost miraculous ability to make a chair self-leveling on uneven floors.

Your Sturgis dealer is now showing both executive and stenographic chairs with fiber glass bases. What's more, these chairs may be selected with the visible steel parts finished in STURLON®, the extraordinary new finish which has 10 to 20 times the abrasion-resistance of other finishes, is warm to the touch and is non-corrosive. You can't beat that combination!

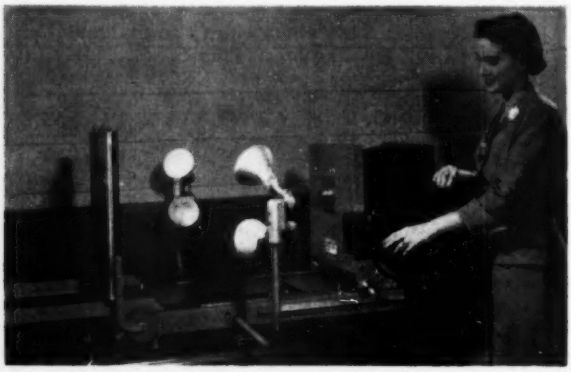
Sturgis POSTURE CHAIRS

THE STURGIS POSTURE CHAIR COMPANY • STURGIS, MICHIGAN
For complete information and the name of your nearest dealer,
Write to The Sturgis Posture Chair Company, General Sales Office, 154 East Erie Street, Chicago 11, Illinois

automatic process, check preparation time can be reduced 60% or more, according to time studies made by the company while the new unit was being developed. Designed for use by both banks and business offices, the disburser protects the check amount by shredding the figures indelibly into the fibers of the paper. In addition, it produces a protected facsimile signature through a multicolored ribbon and imprints the date through the same ribbon. Tight disbursement control is provided by double lock. The machine can be operated only after both keys have been used, thus providing control by two offices or by executive and operator. Another control is provided by a non-resettable meter on which each signature is counted and recorded. Meter readings can be entered in a control register daily. Any discrepancy between the number disbursed and the number authorized can be spotted immediately. The check amount is shredded into the paper by long-wearing drop-forged brass type, guaranteed against chipping. The validating signature is deep-etched on a copper plate which, for additional protection, may be easily removed from the machine when not in use. To guard against forgery, the signature is imprinted against an intricate background design virtually impossible to counterfeit. Company trademarks can be incorporated in the design. To guarantee these built-in safety features, the machine is accompanied by an insurance policy indemnifying against loss caused by alteration of date or amount, or counterfeiting of signature. It also indemnifies against loss resulting from alteration of payee name, check number or forgery of payee endorsement. The unit will be available through Todd's nationwide system of field offices in 60 days. Electrically-operated model will sell for $497.50. A brochure describing in detail the Protectograph Disburser and its operations, with a sample check, may be obtained from above address.

DUPLICATOR CABINET

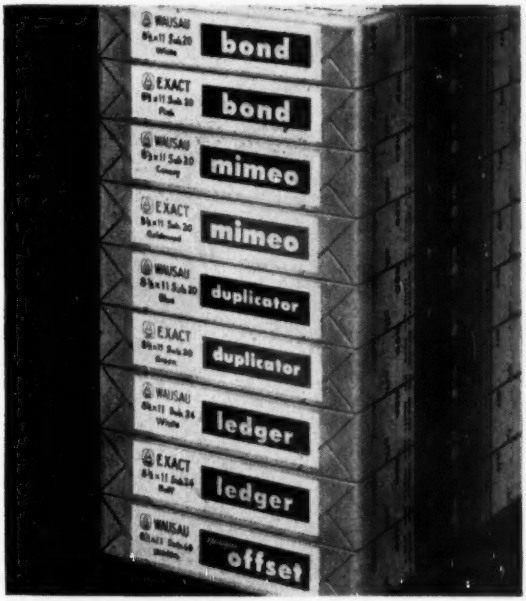
Old Town Corp., 750 Pacific St., Brooklyn 38, N. Y., announces that specially designed all-steel cabinets for use with the Model 9S Old Town Copymaker duplicators are available for immediate delivery. These cabinets, in attractive gray hammertone finish, are carbon and ink resistant. A steel shelf makes storage of copy paper, fluid, master units and other duplicating equipment convenient and easy. Cabinets are equipped with four adjustable feet to assure perfectly level operation at all times. Four cups on top of the cabinet allow the feet on the Model 9S Copymaker to fit snuggly and squarely. This permits rugged, carefree operation of the duplicator. Cabinets sell at $30 each.



OFFSET-DIAZO MASTER CAMERA

Haloid Co., 53-211 Haloid St., Rochester 3, N. Y., makes the faster No. 4 Lith-Master XeroX copying camera with automatically controlled exposure speed and lighting, designed to copy subjects directly onto an 8½" x 13" XeroX plate for transfer to a paper master by the xerography process. A spe-

Each package of 500 sheets is individually wrapped in distinctive protective wrapper, labeled and marked for your convenience. Sheet sizes: 8½ x 11 and 8½ x 14.



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TO FIT YOUR BUSINESS NEEDS AND YOUR EQUIPMENT

Wausau Impression Papers are rapidly becoming favorites of wide awake, forward looking management.

Proof of the popularity of this fine line of impression papers for sales promotion, all kinds of business forms and business stationery is in the fact that more than 100 million sheets are used every month.

Whether you use lithograph, stencil duplicating, spirit or gelatin process, there is a Wausau *genuinely watermarked* impression paper or an Exact *economy* impression paper to fit your particular needs. Why don't you profit by using Wausau Impression Papers?

Sample books, showing weights and colors, are available nationally through authorized distributors and stationers.

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the little machine with the BIG BRAIN

resulta

Adding-Figuring Machine

An important message to the office machine dealers of America:

A New Star is Born: We proudly present for your approval, the new O.T.A. *Resulta* Adding-Figuring Machines. Made of the finest Swiss materials, by world renowned Swiss precision workmen, and by one of the old reliable Swiss precision machine and tool makers, Oerlikon/Buehrle & Co. of Zurich, the Resulta line of machines offers, we believe, the best proposition available for dealers under a long range program with exceptionally good profits.

The O. T. A. insignia shown below, is your guaranty of satisfaction and reliability. You will see it many times in the future. The O.T.A. Business Machines Division is dedicated to providing office machine dealers with the finest, most modern, and most complete line of profit-making business machines and products available, with exclusive territory franchise, and backed by the best of service through a large American Corporation.

The Resulta line is the first to be announced. Other business machines will follow shortly. During the initial organizational period, exceptionally good dealer agreements will be made. Get in on the ground floor. For complete information and details, write or wire—

H. L. Barnhardt, Gen. Mgr.
O. T. A. Business Machines Division
Asheville, North Carolina

Over 5,000 Satisfied Users say IT'S TOPS

...FOR SPEED
...FOR BEAUTY

Note the exclusive storage box and top tray. Both easily removed.

Over 450 in use by one leading Western bank chain.

HOLDS $12.5. 1¢ TO 50¢

MP Jr. COIN CHANGER
"The Lowest Priced Modern Changer"
ONLY $63 plus tax

Makes change faster—more easily. Now more than 5000 satisfied users in banks, savings-loan, theatres, stores, ticket offices. Made of sturdy aluminum with gray hammertone finish. Small—compact size. All parts and workmanship unconditionally guaranteed.

With roll-out base—$22.50 extra, plus tax

MP ALUMINUM CLIP BOARDS

The best quality aluminum clip board you can stock. Heavy gauge aluminum with special **Alumilite Finish**—will not rub off on hands or clothes. Clipboards will not break, warp or bend. All edges smoothly finished. Standard 6" bright metal clip. *4 sizes—Legal, letter, note, pad.*

MP ALUMINUM SHEET HOLDERS

Holds and protects bills of lading, memos, invoices, etc.—Provides excellent writing surface. Heavy gauge "lifetime" aluminum with satin **Alumilite Finish.** 2 heavy springs hold paper firm. Strong piano type hinge.

4 sizes—Legal, letter, note, pad.

MP HANDY UNIVERSAL CLIPS

Exceptionally strong sturdy clips. All steel with bright finish. At bank and office supply dealers.

DEALERS: Write for discount and price list.

S-1

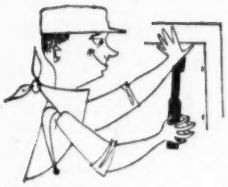
MP METAL PRODUCTS ENGINEERING, INC.
LOS ANGELES 58, CALIFORNIA

cial relay on the control box operates the lights only when the shutter is open so lights are out while the operator is loading the copyboard. Four 300 watt lamps provide illumination which cuts former exposure time in half. The lamps are made of toughened glass which is resistant to thermal shock. In making an exposure, the operator places the copy on the 17" x 22" tilting copy board. With a light touch the counter-balanced copy board is brought into exposure to the camera in which an electrostatically charged XeroX plate has been placed. After exposure, plate is removed from the camera and processed in the XeroX Copier. The image is transferred to an offset paper master or to a translucent paper and the image made permanent by a few seconds fusing. The camera reduces engineering drawings or other copy up to 17" x 22" to an 8½" x 13" XeroX plate from which offset paper masters are made for running of multiple copies on an offset duplicator. Multiple copies can be made in a diazo machine using a translucent print made by xerography as original copy. The No. 4 Camera permits reduction to 50% or enlargement to 150% of original size to an 8½" x 13" XeroX plate. Camera fits on 5 ft. x 2 ft. table; overall length with copy board down is 73"; width including extending lights, 58"; f 10 process lens, 10¼" focal length; four 300W reflector lights (total 1200 watts); copy board 17" x 22"; focusing by percentage scale or direct focus on ground glass. Electrical timer with range of 0 to 60 seconds and electrically operated shutter operate synchronously with finger tip control. An easel attachment for copying visible record card panels is an optional accessory which hooks onto the camera allowing clean, sharp reproductions to be transferred to offset paper masters without shadow lines between cards.

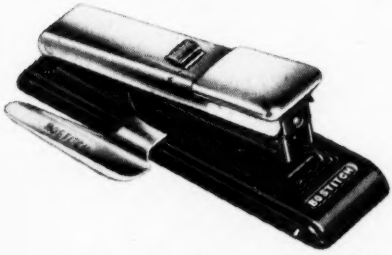
TYPEWRITER TYPES

Shipman-Ward Mfg. Co., 325 N. Wells St., Chicago 10, Ill., has published a 38-page booklet, "Modern Typewriter Type

for extra uses



Bostitch B8R with attached staple remover . . . it's a stapler, a tacker, a stapling plier . . . only $2.85.



for extra quality

Bostitch B11 . . . sturdy, chrome-plated, 3-in-1 stapler with attached staple remover . . . will staple 32 sheets of 16-lb. bond.

for extra reach

Bostitch B5-18 . . . for stapling oversize folders, reports, charts, promotion pieces . . . the famous Bostitch B5 with a deep 18" throat.

BOSTITCH®

Include Bostitch staplers and staples in your next order from your stationer . . . or phone Bostitch.

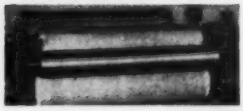
Cut COSTS IMPROVE QUALITY ON YOUR MULTILITH OR DAVIDSON!

TRY 10 DAYS FREE!

I invite you to try these devices in your own shop on our unconditional 10-day money-back guarantee. Write TODAY for full information!

JUMBO® SHELL

Run full-length solids without a break with this large-diameter auxiliary oscillating ink roller.



VIBRA-ROLLER

Get perfect distribution of fountain solution, run plates drier with this oscillating roller.

VISI-GUIDE

Run envelopes, small stock easily on Davidsons, Multiliths. Ends pile-ups, saves blankets, paper stock! Fits presses with Davidson Diagonal Feeders.

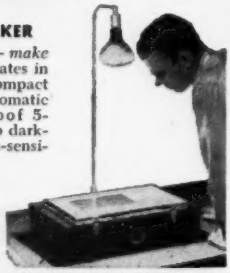
MICRO-REGISTER

Save up to 40% of registering time on 1200 or 1250 Multiliths with this easily installed *stationary* plate positioning wrench. It saves slips, misses, cuts stock spoilage!

SPEE-DEE PLATEMAKER

Cut your plate costs, — *make your own* top quality plates in 10 minutes with this compact platemaker. Built-in automatic timer, easy, fool-proof 5-minute development. No darkroom needed. Uses pre-sensitized plates.

Makes quality plates for Davidsons and Multiliths at a cost of less than 60c each!



SLASH MASKING, PRESS SETUP TIME!

Mask negatives in two minutes with BASE LINE MASKING SHEET, pre-setting plate image within ⅛" of correct position. 5 *sample sheets FREE!*

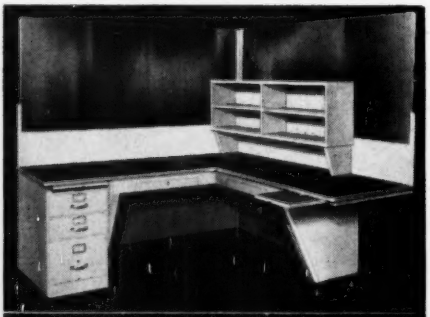
Write TODAY, mentioning make and model press!

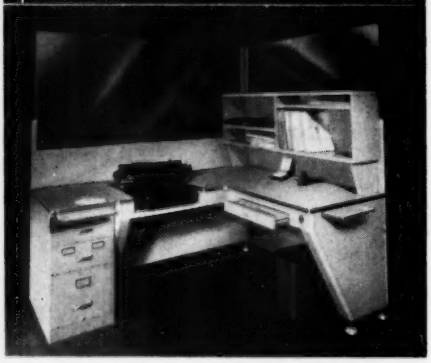
LITHO ENGINEERING & RESEARCH
3237 Eastlake Ave. Seattle 2, Wash.

Styles," which shows the variety of types available on the different makes of American typewriters. Specimens of over 150 different types are shown in this pocket-size booklet which is 50 cents a copy from above address.

MODULAR OFFICES

Korda Industries, 20 West 46th St., New York 36, N. Y., makes Kordarooms which comprise L-shape modular office furniture that affords the occupant privacy and all working materials within easy reach. Easily adaptable to unusual



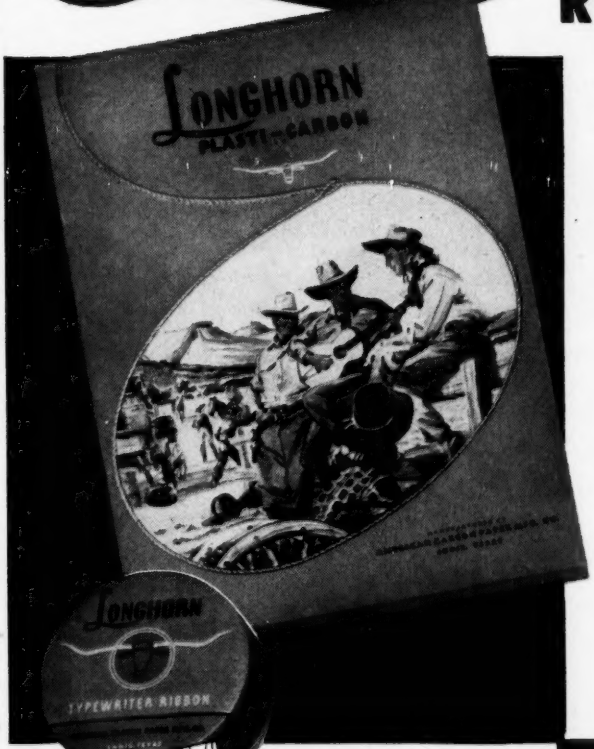


space requirements and individual job requirements, Korda units feature a continuous desk top extending 75" in both directions without seams and a 42"-high adjustable bookcase. Working units can have typewriter wells, adjustable drawing boards, pullouts, Siamese files, etc. Glass partitions are shock absorbing and safety-constructed. A typical parti-

To make your work look better . . .
Make You look better . . . Always use

LONGHORN

CARBON and RIBBONS



You'll get praises from the boss—you'll look sharp, *be* sharp—when you use Longhorn Carbons and Ribbons. They give your work that extra sharp, extra clean neat appearance that wins friends and influences raises!

Longhorn Carbon is made in the exact weight and finish to suit your style . . . Longhorn Ribbons have six degrees of inking—one of them just right for your touch.

Boost your work and boost yourself—ask your office manager to buy Longhorn Carbon and Ribbons for your office!

Have You Sent for Your Copy of
WHAT'S YOUR BRAND?

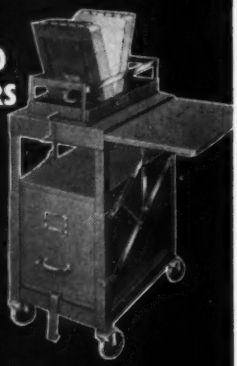
You'll find it fascinating reading—Longhorn's handsomely illustrated little booklet giving unusual facts about famous Southwestern cattle brands. We'd be pleased to mail you a copy at your request.

Amco
AMERICAN CARBON PAPER MFG. CO.

Le Febure

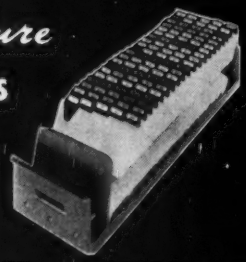
M-K ADJUSTO TRAY-BINDERS and Hi-Lo STANDS

Easy adjustable stands made to fit one or more tray-binders—EXACTLY!



Le Febure SORTERS

SAVE TIME
SAVE WORK
SAVE SPACE



STEEL BANK and OFFICE UNITS

TO FIT YOUR NEEDS AND SPACE.

Tray housing, counter units, teller units, accounting machine desks, savings tubs, money buses, double capacity files and cycle billing equiment . . . insulated if required.

TRAINED REPRESENTATIVES IN MOST PRINCIPAL CITIES

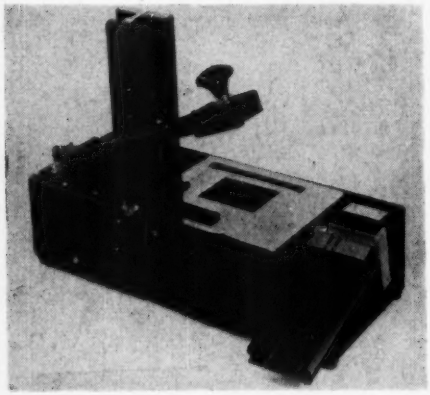
Complete Line of Tray-Binders, Stands, Record Handling and Housing Equipment.

Le Febure CORPORATION
CEDAR RAPIDS, IOWA

tioned secretarial unit might include type-well desk, storage case for forms or books, pullouts, etc., all in 25 sq. ft., while a large Kordaroom for executives with files and conference facilities might cover 77 sq. ft. Korda units are constructed of selected wood, steel, glass, bronze, anodized aluminum and Armstrong desk linoleum for the greatest functional benefit of the user which improves productivity by removing all physical obstacles. Space-saving ideas are illustrated in their Bulletin 5010, available free from above address.

ADDRESSING MACHINE

Dashew Business Machines, Inc., 1641 McGarry St., Los Angeles 21, Calif., makes the Dashagraph R100 addressing machine with automatic plate feed and refile. The original plate file trays act as both plate loader and plate receiver. Hand loading of plates is eliminated and plates remain in proper filing sequence at all times. The Dashagraph produces



more than 1,000 impressions per hour by single-hand operation and only a light pressure is necessary for perfect impressions. It is quiet in operation and its selector window makes plate coding visible before printing. The selector button on the operating arm permits printing or not printing a plate as desired. Impressions can be repeated automatically by push-button control. The

Dashagraph has large printing area with adjustable feed guides for large and small forms and envelopes. Other features include an automatic Formlister for listing lines of information from a plate; label feeding units for addressing labels; auxiliary printer plate for printing additional information along with regular addressing, such as dates, coding or other data; and a multiprinter attachment which repeats a certain number of impressions from each plate automatically. Formula 916 Dashaplates are used. Unitized design of this plate allows up to 296 characters per plate. Special coding is accomplished by notching or hand posting with a special marking pen. Two other machine models are also available: Dashagraph R200 which operates by foot pedal power and Dashagraph R300 which operates electrically. Both machines leave hands free to feed and remove forms and produce speeds up to 3,000 impressions per hour. Dashagraph plate filing cabinets are available to hold 9 drawers of 100 plates each. Machine

90 YEARS of fine papers

DOES YOUR LETTERHEAD TRANSMIT PRESTIGE?

One of the most important "gears" in your business is your letterhead. Make sure it transmits prestige by specifying WESTON BOND — the rag content paper that instantly identifies you with quality and character. It's surprisingly low in cost — ideal for business forms, too. Your printer will vouch for it. Made by Byron Weston Company, Dalton, Mass. Write for sample book. Address Dept. OF.

WESTON PAPERS · PROTECT YOUR RECORDS

ASK YOUR PRINTER TO USE

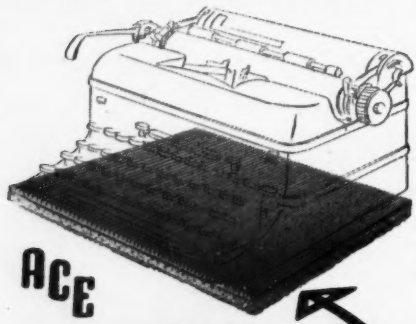
WESTON BOND

Made by WESTON . . . Makers of Papers for Business Records . . . Since 1863

Envelopes to match with Grip-Quik seal fast gum.

Girls go wild

over this new



ACE

NON-SKID

TYPEWRITER PAD

No more clouds of "erasure-dust"—no more "walking" typewriters. Here's a pad that wipes clean in a second, gives a soft, sound-deadening surface for all office machines, fans, etc.—won't slip, pack down or get hard—lasts long, eases workaches. A real office sensation.

Standard Size 12" x 13".....$2.25

slightly higher W. of Rockies

Other sizes proportionate

Dealer and Jobber inquiries invited

ORDER TODAY

ACE LITE-STEP CO., Dept. 23,
1708 S. State St., Chicago 16, Ill.

Please rush.....non-skid typewriter mats at $2.25 ea. ( ) check enclosed. ( ) send C.O.D. ( ) open order we're rated. ( ) send information.

Name .....

Company .....

Address .....

City .....Zone.....State.....

prices start at $129.50 plus taxes. Dealer inquiries invited.

MAILING MACHINE

Commercial Controls Corp., Dept. O-83, 1 Leighton Ave., Rochester 2, N. Y., makes the MailMaster which opens, seals and stamps envelopes. An envelope is opened by placing in position in the opening slot and depressing a lever which operates self-sharpening, rotary knife blades. Contents of the envelope are

undamaged. It seals envelopes when the gummed flap is moved over a wick sealer. Stamps are affixed by placing the sealed envelope in position in another slot and depressing a plunger. Anyone can use the MailMaster which weighs only 6½ lbs. and measures 8" x 8" x 7" high. It takes coils of 500 stamps available in the following denominations: 1, 1½, 2, 3, 4, 4½, 5, 6, 6 Airmail, and 10 cents. The MailMaster sells for $59.50 plus tax. Illustrated literature from above address. Dealer inquiries invited.

TYPING KIT

Ames Supply Co., 564 W. Randolph St., Chicago 6, Ill., offers dealers a packaged Futuristic Type-Pak which is a complete, inexpensive typing kit containing correspondence paper, second sheets, carbon

office production increases . . .

WHEN YOU USE

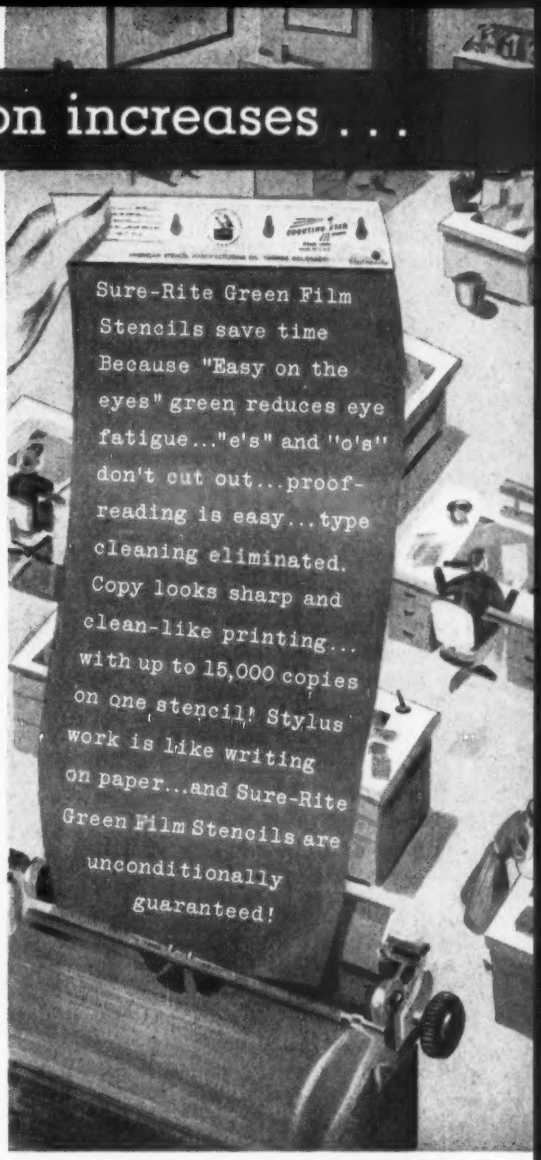
The SURE-RITE Green Film Stencil and the SURE-RITE 999 Speedry Ink

Your staff saves work, saves time, saves money . . . efficiency and production increase . . . when you use this new, finer duplicating combination in your office. Ask your Sure-Rite Dealer to show you how to have duplicated forms printed and dry in seconds. For the name of your Sure-Rite Dealer—and a FREE SAMPLE—mail the coupon today!

The new Sure-Rite Eye-Eze Green Film Stencils are now equipped with the patent-pending Eye Tabs that eliminate the messy glue, are much easier to correct, and are superior in every way.

DEALERS:

You save your customers time and money—increase their office efficiency — when you sell Sure-Rite duplicating supplies. Write today and we'll tell you how you can make more money by keeping your customers satisfied with Sure-Rite products.



SURE-RITE

DUPLICATING SUPPLIES

American Stencil Mfg. Co.

Denver 5, Colorado

DEALERS EVERYWHERE

AMERICAN STENCIL MFG. CO.
Denver 5, Colorado

Please rush my free sample of the new Sure-Rite Green Film Stencil and the name of my dealer.

Name .....

Address .....

City ..... State .....

FREE SAMPLE

"In the Midwest, call your local Panamc-Beaver Man—always a live wire."

paper and two sizes of envelopes for home typists or others who do not wish to buy larger quantities of materials. The attractive package contains pertinent information for the typewriter user. The same idea for dealers is carried out with typewriter ribbons and other accessory items for consumers. The cost of the merchandising program is not added to the products but absorbed by Ames.

CLOTHES RACKS

Vogel-Peterson Co., 1121 West 37th St., Chicago 9, Ill., makes two new collapsible wardrobe racks with twin hanger bars for double capacity. The 3-ft. Double Checkerette has a capacity of 48 coats and hats while the 4-ft. Double Checkerette will hold 64 hats and coats

in slightly over 4 sq. ft. of floorspace. Coat hangers can be substituted for hooks with some loss in capacity, or a combination of hangers and hooks arranged since the double hooks are easily snapped on and off the hanger bars. These racks can be knocked-down for storage or shipment. Ten racks (to ac-

NEW!

BUD

TYPEWRITER TYPE CLEANER

Bud ® TYPE CLEANER

Stationers write:

4229 YORK ROAD, BALTIMORE 12, MARYLAND

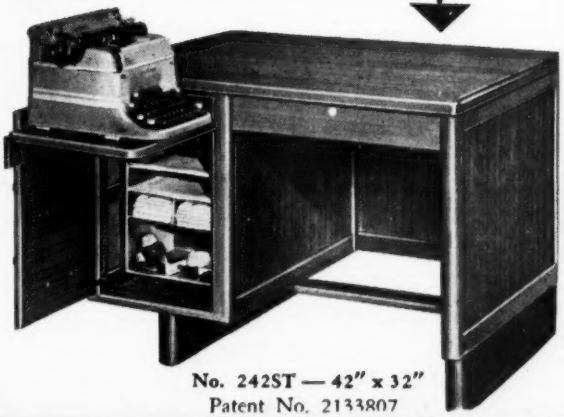
an office orderly

a place for everything and everything in its place

•

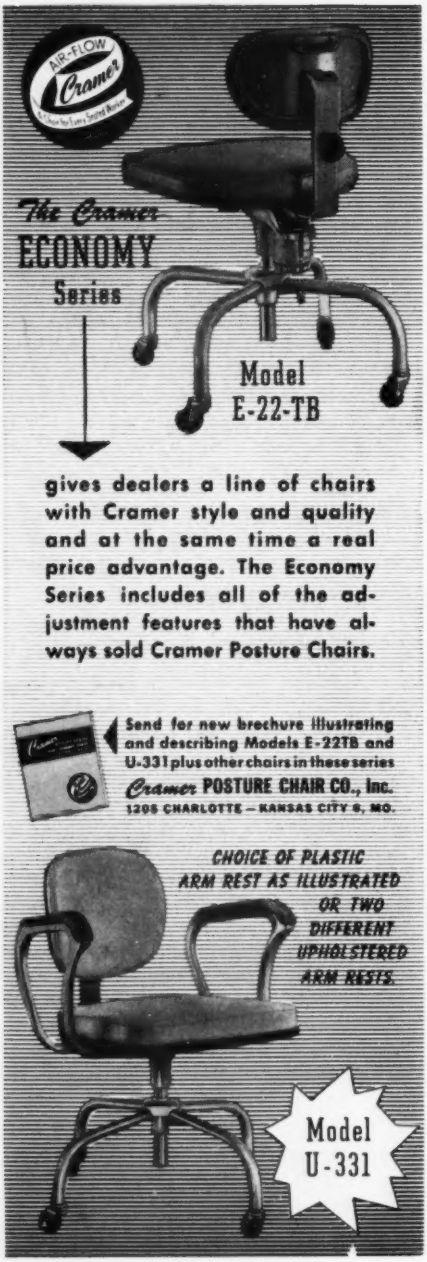
THE WORDEN SECRA-TYPE DESK—A LAST WORD IN ECONOMY AND FATIGUE REDUCTION

A LONG TERM INVESTMENT IN OFFICE EQUIPMENT



No. 242ST — 42" x 32"
Patent No. 2133807

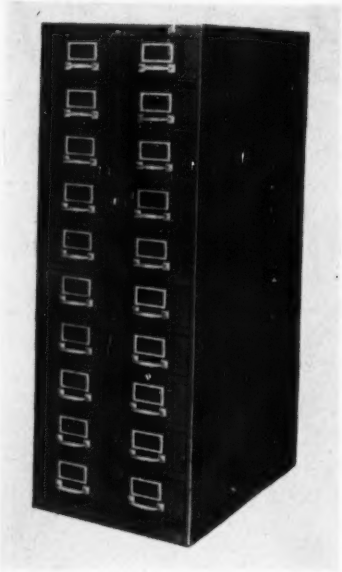
WORDEN *the* **WORDEN** *Company of* **HOLLAND, MICHIGAN** **WORDEN**



commodate 640 people) can be stored in 18 sq. ft., easily carried in a light delivery truck and set up quickly without using tools, nuts or bolts. Assembly is flexible to allow different arrangement of hat shelves and hanger bars for long robes, garment bags, adult's or children's clothing. Large casters permit wheeling the loaded racks which are constructed of welded square steel shapes to stand rigid under full load indefinitely. Finished in gray baked enamel.

TABULATING CARD FILE

Monarch Metal Products, Inc., 724 S. Columbus Ave., Mount Vernon, N. Y. announces the addition of 20-drawer removable drawer files to its tabulating



card and accessory equipment line. Drawers open smoothly and effortlessly, riding on ball bearing suspensions of the cradle type. A cradle holds two drawers. Each drawer can be individually removed from the file and carried to the machine. Card capacity is 78,000 tabulating cards; shipping weight, 340 lbs. Monarch also offers a 10-drawer removable drawer file of

similar construction as well as a number of accessories for both files. Brochure and price list from above address.

BINDERS

Remington Rand Inc., 315 Fourth Ave., New York 10, N. Y., offers a free 40-page booklet which illustrates and describes over 20 loose leaf binders for every sales and reference purpose as well as time saving page indexes available. Called "Binders That Build Business," this binder line is the result of years of research and development. Improved locking and unlocking mechanisms have made sheet changes easier. A wide range of holding devices, posts, prongs or rings is available to fit every need for sheet punching. Introduced with the new line of binders is the exclusive Rem-Bossed Process, a printing and embossing process which personalizes each binder. All the valuable identification characteristics of trade-marks, logotypes or corporation seals are retained without embellishment or distortion. Flat refer-

WHAT'S MORE...Verithin's smooth, *flexible* lead takes strong needle points . . . and makes over *40,000* check marks from a *single inch!*

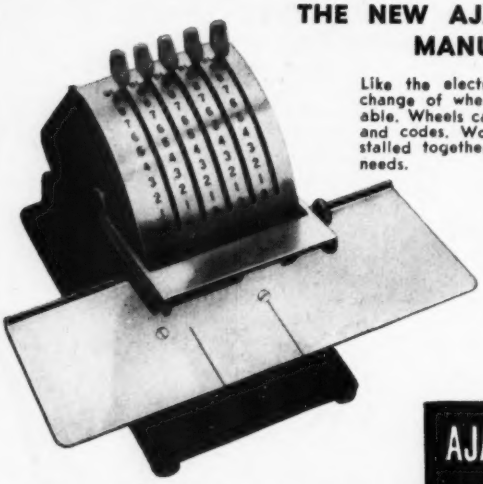
*® *Eagle Pencil Co., New York • London • Toronto*

36 brilliant colors

10¢ each

EAGLE VERITHIN Colored Pencils

THE NEW AJAX QUICK-SET MACHINE MANUALLY OPERATED



Like the electric, this machine is designed for rapid change of wheels. It is extremely reliable and dependable. Wheels can be engraved with figures, letters, words and codes. Word rolls—slides or die plates can be installed together with change wheels depending on your needs.

Excellent for carbon copy work and its deep throat makes it possible to print anywhere on an 8½ x 11 sheet.

Locating guides and special platforms for proper registration on all types of business forms — pass books — ledger cards, etc.

SEND FOR COMPLETE CATALOG ON ALL TYPES OF TIMING, DATING AND NUMBERING MACHINES.

AJAX TIME STAMP CO., INC.
MANUFACTURERS
368 BROADWAY
NEW YORK 13, N. Y.

In Mexico mistakes just GO! The Mexican way is the easiest way, the American way, the world's best way, the Weldon Roberts way, of correcting mistakes in any language!

Users everywhere pick Weldon Robert Erasers for absolute quality, dependability, uniformity—plus biggest selection of exactly-suited sizes, shapes and textures for specific erasing uses.

Refresh your memory NOW on all of the advantages of Weldon Roberts Erasers. Ask your dealer.

WELDON ROBERTS RUBBER CO.
365 Sixth Ave., Newark 7, N. J.
World's Foremost Eraser Specialists

Weldon Roberts Erasers
Correct Mistakes in Any Language

9000 SUEDE WHISK *(Weldon Roberts Eraser No. 900 SUEDE with brush attached). Makes quick, clean erasures on any kind of paper. Immensely popular because of its softer gray texture and slightly octagonal shape.*

ence, more capacity, superior styling and flexibility are available in this line. The use of impregnated buckram for cover binding materials assures more thousands of trouble-free openings and closing of binders, with no fear of unsightly peeling or chipping. This booklet is No. LL234.

TYPEWRITER RIBBONS

Peerless Imperial Co., 28 Peerless Place, Newark 5, N. J., is using a new metal container for its line of Addison Typewriter Ribbons. Teamed as a com-

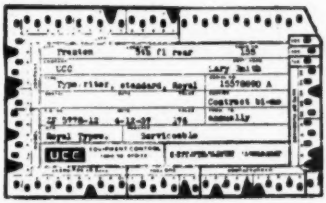
panion product for its No-curl No-smudge Carbon Paper, Addison Ribbons utilize the same skyscraper design motif that distinguishes the carbon line. The metal container is attractively lithographed in two colors and packed in boxes of 6 and 12.

CD SIGN

Halco Co., 165 Dwight St., New Haven, 2, Conn., makes a two-part Civilian Defense shelter sign which has FCDA approval. One part is 20″ x 5″ with the word SHELTER in 4″ yellow block letters and CD insignia on black ground. The second part is a matching arrowhead which can be displayed in any position. The signs have self-adhesive back and can be permanently affixed to any

HOW TO SORT AUTOMATICALLY WITHOUT MACHINERY!

1 E-Z SORT CARDS



2 HAND PUNCH

3 SORTER

Large organizations—and smaller ones—are saving well over 50% on record posting, this practical low-cost way. E-Z Sort is a substantial time saver in numerous departments of commerce, industry and government. Wherever records are kept on cards, E-Z Sort is the answer for sorting with speed and accuracy. A nearby sales office is listed in your phone book. Ask for demonstration; or write us for factual information.

E-Z SORT SYSTEMS, LTD.

45 Second St., Dept. 83
SAN FRANCISCO 5, CALIF.

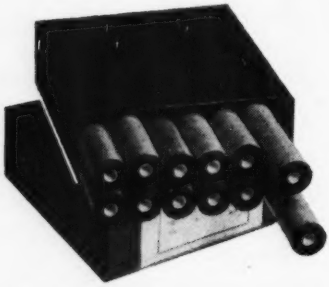
NO CURL WON'T STICK

Register Rolls

can "take" ball point pens

Ball point pens which play havoc with ordinary register rolls—have no effect on PEERLESS IMPERIAL NO CURL WON'T STICK Register Rolls.

Made with a special non-stick brilliant carbon and a specially treated back for *extra* wear, NO CURL WON'T STICK gives cleaner, *sharper* impressions and MANY MORE COPIES. Yet the cost is only moderately higher. Precision cut edges prevent clogging.



PEERLESS IMPERIAL also makes Carbonized Adding and Bookkeeping Machine Rolls, famous for sharper, smudgeless copies and even winding. Ask your Dealer or write to us.

PEERLESS IMPERIAL CO., Inc.
General Office and Factory
28 Peerless Place, Newark 5, New Jersey
N.Y. Office: 13, 110 Franklin St. • Chicago 2, 179 W. Washington St.
Detroit 18, 37 Linden St., River Rouge, Michigan

smooth surface without tools, tacks or glue. Illustrated literature gives prices for different quantities.

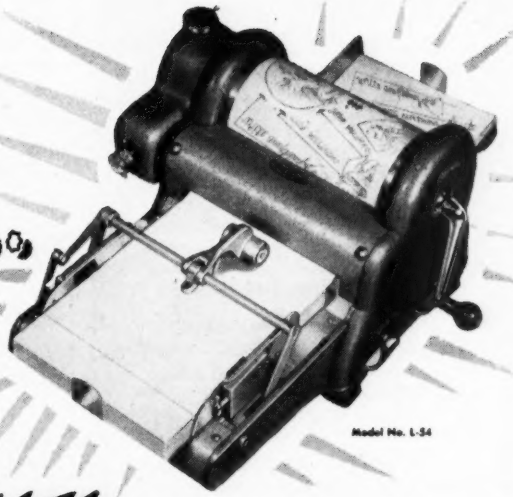
POSTURE CHAIRS

Royal Metal Mfg. Co., 175 N. Michigan Ave., Chicago 1, Ill., makes a line of posture chairs including an executive swivel and four secretarial chairs. These have adjustable posture backs and seats with square tubular steel frame and base.

Metal surfaces are finished in various colors. All styles are designed with roll-front seats which snap on and are replaceable on the secretarial chairs. The executive model has a floating, padded backrest which is adjustable upward or downward, forward or backward for working comfort. The spacious coil-spring seat also is adjustable upward or downward according to individual requirements. The secretarial chairs vary somewhat in shape and design of seat, back and base. All have backrests which are adjustable four ways and molded foam rubber seats adjustable to the right height. Seats are shaped on two styles of the secretarial chairs, flat on the other two. The chairs are available

Announcing the

NEW...



Model No. L-54

Copy-rite L-54

Yes, here's another of the famous Copy-rites that have been outstanding favorites with Duplicator users year after year...now with more quality features than ever!

ONLY COPY-RITE GIVES YOU ALL THE COPY-RITE FEATURES

1

A NEW EXCLUSIVE PRESSURE CONTROL PRINCIPLE...

Exclusive "two-way" pressure control makes operating the new Copy-rite extra convenient. The pressure setting found to be most desirable is not lost when pressure is released after run is finished. Selected setting remains in effect until deliberately changed. The result: all copies are consistently the same, trouble-some experiments to match pressure adjustments eliminated. More copies . . . better copies.

2

POSITIVE MARGIN ADJUSTMENT...

A new and simple means of raising and lowering the master for exact positioning of copy on each sheet. Assures faster, neater work.

3

COMPLETE ROLLER RELEASE...

Lever releases pressure on all rollers . . . prevents "flat spots" and frequent roller replacement.

4

NEW FLUID CONTAINER...

All aluminum design that follows contour of machine . . . indicator permits easy measurement of fluid level . . . faster flow for quicker work . . . retains economical draining feature.

NEW BEAUTY

Striking neutral hammerloid finish with embossed name, directional arrows and pressure indicator. Polished aluminum handle with red plastic knob for sure, easy grip.

Write today for full information

WOLBER DUPLICATOR & SUPPLY CO.

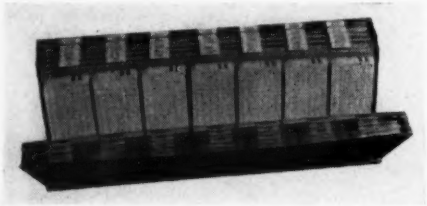
Wolber Copy-rite Duplicator

1217 CORTLAND STREET, CHICAGO 14, ILLINOIS

with Royal cloth fabric or either of two supported vinyl upholsteries, Super Tuftex or Vin-l-grain, in a variety of colors. Executive chair is priced at $79.50; secretarial chairs from $34.90 to $54.50.

VISIBLE TABULATING CARD FILE

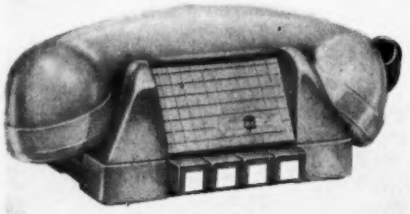
Visirecord, Inc., Copiague, N. Y., makes Vistem visible filing equipment for punched and tabulating cards. All tabulating cards are visibly filed to reduce searching time for any group of cards.



Vistem units are made in small portable models, as illustrated, mobile posting units, large desk units and counter height units. All units operate on the visible vertical principle with every group of cards visibly indexed. The advantages of the design of the equipment are its compactness, large capacities for housing cards, and its instant visibility. Since machines operate no faster than they can be fed, Vistem increases the speed of punched card operations because any group of cards can be selected from well over 50,000 cards, in seconds.

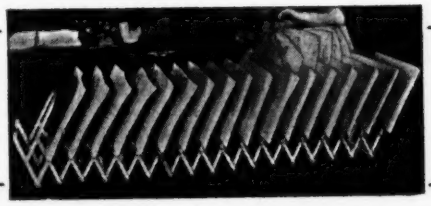
SMALL INTER-COM SYSTEM

Connecticut Telephone & Electric Corp., 70 Britannia St., Meridan, Conn., makes



a low-cost two-to-five station inter-office telephone system for small offices. The Connecticut Direct-A-Call operates from

Ease Vacation Help Shortages



by using

Evans

GATHERING RACKS

Don't let the collating jam disrupt your office. One worker can collate 3,500 sheets an hour from an *Evans* Gathering Rack, working steadily without fatigue.

Of all aluminum, racks collapse for setting aside. Each section holds 500 sheets at inclined angle for fingertip gathering. Use racks singly—or two or more together for large assemblies.

GUARANTEED to produce *quicker* and *more accurate* results than any other collating aid on the market.

. . . 8 MODELS . . .
$10.00 to $25.00

PICTURED: 18-section TU RACK at $25.00.

ORDER YOURS TODAY

***See Your Dealer or Write:* Evans Specialty Co., Inc., 403 N. Munford St., Richmond 20, Va.**

AN OUNCE OF PREVENTION

FOR YOUR TYPEWRITER

An Annual Roller Change gives you Better Performance and Protects all working parts of your machine.

For Best Results, Insist on

FUTURISTIC

5-Star Platens

Manufactured and Distributed to Office Machine Dealers by

Ames Supply Company

CONTACT YOUR LOCAL TYPEWRITER DEALER OR REFER TO YOUR RED BOOK

When you order quality carbon paper...

BE TECHNICAL!

SPECIFY Hermetite Processed Tissue when you want fine carbon paper. It's cheaper in the long run because its greater strength means longer wear on standard and electric typewriters. The non-slip surface allows perfect registration of all typed copies with no need for gadgets. Curl-resistant Hermetite processed carbons make copies that are easy to read. All these advantages add up to a far greater total saving than any small difference in cost between Hermetite processed and ordinary carbon.

BE TECHNICAL: Write one of the following manufacturers for samples of Hermetite processed carbon paper. Compare its ease of handling, its wearing qualities, and its results with the carbon you now use. You'll find it pays to be technical and specify Hermetite.

American Carbon Paper Mfg. Co., Ennis, Texas

Capital Carbon & Ribbon Co. Ltd., Ottawa, Ontario, Canada

Kores Carbon Paper & Ribbons Mfg. Corp., 43-49 Bleecker St., New York 12

Miller-Bryant-Pierce, Aurora, Illinois

Pacific Carbon & Ribbon Mfg. Co., 1451 Harrison St., San Francisco, California

Queen Ribbon & Carbon Co., 1055 Stewart Ave., Garden City, New York

Write Inc., 420 Lexington Ave., New York 17, New York

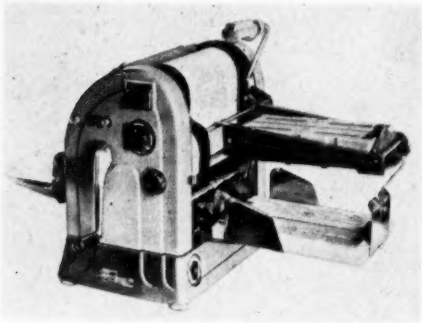
HERMETITE CORPORATION

245 PATERSON PLANK ROAD
CARLSTADT, NEW JERSEY

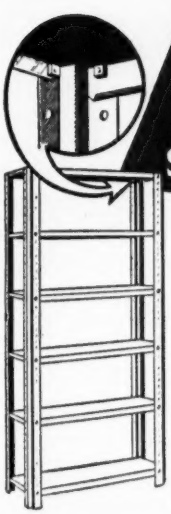
a standard electrical outlet and uses no batteries or tubes. It can be used either on top of, or mounted on the side of, a desk without any alterations and occupies only a 4" x 6" space. Molded of impact-resisting, light gray thermoplastic in modern design, the Direct-A-Call is simple to install by the purchaser himself. The compact power supply, measuring 3 1/16" high x 4⅝" long x 3 5/16" wide, is simply plugged into any 110 v. outlet. Color-coded wires from the power supply are attached to the telephones at their desired location. There are no soldered connections to make and the only tool needed is a screw-driver. A flat, ribbon-like wire which connects the phones can be run under carpets or glued to walls, desks and baseboards. In a five phone installation, four push buttons on each phone buzz each of the other four stations separately, although businesses needing as few as two, three or four phones would use only a corresponding number of the four calling buttons provided. The Direct-A-Call will be sold through exclusive franchised dealers.

DUPLICATOR SLIPSHEETER

Rex-Rotary Distributing Corp., 19 West 31st St., New York 1, N. Y., announces that a slipsheeter has been developed to



fit all Rex-Rotary D-270 and D-26 twin-cylinder stencil duplicators. It can be attached to or removed from the duplicator simply and easily within a few seconds. The Rex-Rotary D-270 has an automatic pre-measured inking system; printing



NEUBAUER "TWIN-POST"

adjustable STEEL SHELVING

with new, rigid "Twin-Post" corners

Here's the one shelving that has both the strength and fine appearance for most of your office, storeroom and warehouse shelving needs. 16 gauge "Twin-Post" corners are actually 2 posts with 3 strong corners . . . shelves fit tightly, everything stays in line. Finish is smooth baked-on Airline Grey or Olive Green enamel. 18 or 20 gauge shelves available in a wide range of sizes.

See your office supply dealer or write us for specifications.

NEUBAUER MFG. CO.

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Don't drop that screw!

Hold it with an H.J.J. Screw-holding Driver

Sizes to handle from #0 to #¼" screws

THE H.J.J. CO.
268 Marlow Drive
OAKLAND 5, CALIF.

Keep keys

AT HAND...
IN THE RIGHT
HANDS!

with

TELKEE
Moore Key Control
A METHOD FOR FILING AND CONTROLLING KEYS

With Moore Key Control TELKEE, you never have to worry where keys are... or who has them—they're instantly available in neat, compact cabinets, easy to set up and operate. Saves cost of expensive lock repair and replacement, too. Moore Key Control usually pays for itself the very first year you own it.

P. O. MOORE, INC.
302 Fourth Avenue, New York 10, N. Y.

CONFIDENTIAL

MAP FILE
 # MT4

Mail Order Today

Tubes are indexed for quick location

Easiest way to file and find maps, blue prints, tracings. Metal cabinet file with locking doors. 112 tilting tubes handle 60" prints. Write today for illustrated folder.

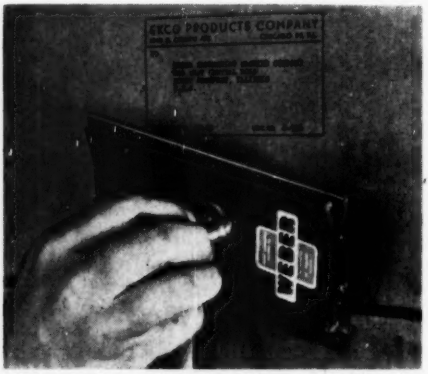
PATENT NO 1610368. Other Patents Pending.

SCOTT-RICE COMPANY
610 S. Main Tulsa 3, Okla.

press accuracy in registration; quick, easy exchange of colors without changing drums; automatic paperfeed for all kinds of paper from airmail to cardstock as well as folded sheets and envelopes from 3" x 5" to 9" x 15" with printing width of 8½". It also has a stop-counter which stops paperfeed and motor when desired run is completed. Height, margin and printing angle are easy to adjust. Machines use paste ink, and leaking and clogging is eliminated.

CARTON MARKER

Weber Label & Marking Systems Div., Weber Addressing Machine Co., 200 West Central Road, Mount Prospect, Ill., makes a hand printer and die-cut stencil combination, for printing shipping information on containers in label form. The combination consists of the Web-O-Print JC-3 hand printer and Kustom-Kut (die-cut) stencils. Kustom-Kut stencils are pre-cut to print a facsimile label or form.



The worker fills in the variable information (address, order number, code numbers, and other information) with typewriter or by hand with a stylus. The stencil is attached to the hand printer and facsimile label and address are printed in one operation. It is a one-hand operation that allows a worker to address or mark from 25 to 40 cartons or boxes per minute. A rocking motion is used rather than a stamping motion to reduce fatigue. Stencils can be prepared with shipping information at the same

time the bill of lading or invoice sets are typed, and sent to shipping department with shipping instructions. This reduces the possibility of errors in addressing. A soft pad allows the JC-3 hand printer to print on flat, cylindrical or rough surfaces. Pad holds enough ink for 1,000 clean, sharp impressions and has a printing size capacity of 4¾" x 2⅝". A thumb-action clamp locks or releases the stencil. Printing ink is fade-proof and waterproof, meeting government specifications for permanency.

DESK

Dorset Steel Equipment Co., 2514 W. Dauphin St., Philadelphia 30, Pa., makes the No. 2450 all-steel desk with linoleum top edged with aluminum. Modernly designed and economically priced, this desk has island mounting, rounded corners

and spacious drawers. Available in choice of gray, green or desert tan mar-resistant, baked enamel finish. Top measures 24" x 50" with height adjustable from 29½" to 30¼". Made of heavy grade furniture steel, center drawer has lock and there are two utility slides. The large drawer can be converted into a letter file with insert and follower block at $3 additional. Desks retails at $79.95. Illustrated literature from above address.

CHAIRS

Wells Chair Corp., Box 230, Michigan City, Ind., offers a free folder which illustrates and describes the Wells Aris-

"JUST WHAT WE'VE BEEN LOOKING FOR"

SAY BANKS, CHAINS, OFFICE MANAGERS

WHEELER SOUND POWERED
Electric **TELEPHONES**

- NO BATTERIES. No outside power.
- ALWAYS READY IN EMERGENCY.
- Easily installed anywhere.

ASK ABOUT NEW EXECUTIVE TYPE CRADLE PHONE.

THE WHEELER INSULATED WIRE CO., INC.
Division of The Sperry Corporation
1106 East Aurora Street, Waterbury 20, Conn.

VISIriter—Economical speedy hand addresser—eliminates subsequent typing and guarantees accurate reproductions.

Write for complete information—
VISIrecord, Inc. COPIAGUE, L.I., N.Y.
In Canada, *VISIrecord of Canada, Ltd.*
266 King Street, West Toronto 1, Ont.

tocrat line of office chairs including swivel arm executive and junior executive models, side arm and posture secretarial chairs. All have tubular, welded steel frames and satin finish aluminum bases with Seng mechanisms and Oil Lite bearings, and 2" hooded ball bearing casters or swivel No Mar glides. Foam rubber arms, backs and seats are covered with elastic Naugahyde, gross point fabric or top grain leather. Write above address for folder, prices, etc.

OFFSET PLATE KIT

New York Graphic Sales Corp., 138 Centre St., New York 13, N. Y., offers the GraphiKit, a compact box-tray containing seven solutions and materials for conditioning and treating paper, metal and presensitized offset duplicating plates. The kit contains an instruction book and wall chart which shows how GraphiKit will strengthen, clean and preserve plates in 60 seconds, banish scum-ups, image walk-offs, etc. The chemicals

and materials in the kit have been tested for the past year in the shop of New York Graphic Process Co., an affiliated company and one of New York's largest plate processers. Pint, quart and gallon sizes of all items may be purchased individually and to replace kit items as used up. The GraphiKit sells for $20 but is now being offered at the introductory price of $15.95 by regular dealers only.

DID YOU KNOW THAT THE NEW

REGNA

CASH REGISTER IS ALSO AN

ADDING and BOOKKEEPING MACHINE?

THE REGNA IS THE MOST BEAUTIFULLY DESIGNED CASH REGISTER TODAY!

Here at last is the all-purpose machine specifically designed for those small and average-size merchants who comprise the bulk of your *volume market!* A machine so versatile, so magnificently engineered and designed, it's destined to tally up the biggest sales record in your experience! Exaggeration? Just compare Regna feature for feature, price for price with any other similar machine on the market today. You'll be convinced that with Regna you have the trump card, the shot-in-the-arm your business needs!

Nationally advertised to millions of retailers in every field . . . fully backed with dealer promotional material. *Easy time-payment plan for your customers.*

REGNA CASH REGISTER

REGNA CASH REGISTERS, Inc.
175 Fifth Avenue
New York 10, N. Y.

GET ALL THE FACTS ABOUT REGNA FILL IN COUPON NOW!

Regna Cash Registers, Inc.
175 Fifth Avenue New York 10, N. Y.

Gentlemen:
Please rush more information on the new Regna and tell me how I can become a Regna dealer.

Name_____
Company_____
Address_____
City_____ Zone_____ State_____

Modular Furniture

(*Continued from page* 44)

and assigned to more people. This generally occurs first with typing and becomes the typing pool. Here the best office furniture is a single purpose typewriter desk with storage space for only a limited quantity of the few materials like letterheads, forms, carbon paper, machine cleaner and eraser which are used daily by the worker. If lockers are not provided, there is also a small space for the worker's personal items and it should be kept small unless the management is willing that employees become "collectors" of a wide variety of heterogeneous objects unrelated to their work. Where workers use machinery like accounting machines, duplicators, etc., their "desk" is actually the special purpose machine stand or, as in the case of modern files, the desk-top posting surface built into the equipment.

Even where workers are grouped for a continuous, repetitious operation, there may be a need for privacy for other reasons than an executive needs privacy. The repetitious worker does not need privacy for concentration but must often be protected from distracting noise or motion by his associates if high

The illustrations of Swedish functional office furniture on this page are from the book *Kontorsorganisation* by C. Bertil Nystromer (AB Affarsekonomi, Stockholm, 1948). Note the conveyor system at left of desks in the top photo.

production and accuracy are to be maintained. Many city newspapers have installed typewriter desks with glass partitioned front and sides for classified ad takers who wear telephone headsets and type the ad form as the customer dictates over the phone. Partitioning such workers also reduces their opportunity to gossip with their neighbors in idle moments. When partitioning to cut work detractions, glass (in its transparent form) may not be the best answer if machine noise level is high. Modern offices have sound conditioning ceilings and use noise control hoods and cabinets where necessary. The latter, being opaque, generally require supplementary lighting on the work area.

The partitions used in modular furniture are generally clear glass above the dado since this allows maximum use of ceiling lighting. Frosted opaque glass and other materials are also available for partitions. There will be instances

KORDArooms TRADEMARK

keep more people happy—in 30% less space!

KORDAroom WORK STATIONS

- save space
- cost less
- speed work
- give privacy
- are portable

desk
partitions
file
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all in one!

Ask for FREE bulletin 5010 with space saving ideas you can put to work now.

If you have space problems, tell us. Chances are KORDArooms can solve them.

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TYPE CLEANING MADE EASIER

Typists and business machine operators want *Norta Plastic Type Cleaner —It's easy to use—no mess —no liquids to spill.

CLEANS
• Typewriters
• Billing Machines
• Adding Machines
• Addressing Plates
• Marking Devices, etc.

*NORTA THE ORIGINAL PLASTIC TYPE CLEANER

Free sample sent upon request write to

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1165 Broadway, New York 1, N. Y.

FASTER...

You write continuous forms *faster, cleaner, more efficiently* with Repeat-O-Pak floating re-usable carbon paper!

STANDARD MANIFOLD COMPANY
Dept. AO-13-53, 333 West Lake St.,
CHICAGO, ILLINOIS

3 PHONE PROBLEMS SOLVED

1. *Safeguarding privacy.*
2. *Quieting the office.*
3. *Better hearing—noisy places.*

HUSH-A-PHONE
Model for all types of phones and dictating machines.
Write for Literature
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65 Madison Ave.
Room 710
New York 16

NOW . . . YOU CAN MAKE
DRY *Photo* COPIES
of anything typed, written, printed or drawn
IN YOUR OWN OFFICE
with EXACT-PHOTE-COPY
DRY PROCESS MACHINE
Speedy • Easy • Economical
Prices start at $80.00
Write for literature on our dry and wet process machines.
GENERAL PHOTO PRODUCTS CO., Inc.
CHATHAM, NEW JERSEY

where the wall area is needed by the worker for displaying reference materials like control charts. Although cutting down on light passage, the partition will support such charts or other materials which must be displayed constantly. While on the subject of partitions, it is interesting to note the opinion of one industrial designer. J. Gordon Lippincott of Lippincott & Margulies, Inc., in an address before the May meeting of the Office Equipment Manufacturers Institute in Boston, advised office management to give its staff an "environmental break" in addition to physical breaks like rest periods. He suggested using fewer hard, shiny surfaces in the office and more interesting textures and colors. These would be placed so that they are not within the worker's immediate line of vision but so that they are seen only when the worker turns from her work. Thus, the worker can gain some relaxation by simply turning her head to the right or left. This could be accomplished by variations in modular furniture partitions but since it adds to the variety of units to be manufactured, demand for it will have to be strong. Mr. Lippincott also told of Remington Rand's idea of a swing-up vanity drawer with mirror for typing stations. If its need is proved, the mirror too could be a partition unit.

Modular office units can be assembled, knocked down, changed and moved about as desired by any persons without training or special tools. Every office has maintenance men, porters or members of the janitorial staff who can do this work. This feature promises unlimited present and future use of the units, and has been a strong selling point. However, there is probably more changing of personnel in an office than there is of furniture and when a job is set up with a certain combination of furniture it may remain that way for quite a while although the worker using the layout may be changed. But it is economical to have office units, espe-

cially those with partitions, which can be readily moved without paying for a building alteration. Since modular office furniture is completely free standing, no labor from the building trades is required to make changes in office layout.

The trend reducing the size of office desks from the old 60" models started some years ago when it was realized that an average, seated person could not comfortably reach for things located at all points on the surface of such a large desk. Workers who made use of all the top area were using too much of the space for storage purposes. When analysts began making sketches of desk workers with their arms fully extended (fatiguing) and with their arms in a normally comfortable working position, it was decided that desks could be smaller. This trend in itself added to a better use of floorspace.

When the office planner using modular units meets resistance against a smaller desk size, he can provide the objector with some more space by extending the arrangement with additional or larger units. But saving space is modular's big job and an individual partitioned office with 10 sq. ft. of desk top can be provided in 25 sq. ft. of floorspace.

Booking System

(*Continued from page* 63)

of being assigned to particular routes, thus making for the flexibility essential at peak periods when bookings come in at the rate of 500 an hour.

When the clerk ascertains by light signal that seats are available, he records details on a card which is taken by conveyor belt, slotted and colored for different destinations, to the space control section where a minute-to-minute picture of the reservations is built up. When a flight is fully booked, a plug is inserted in one of the 32,000 electric sockets on the control board. This closes an electric circuit and causes a "no booking" signal to show on the consulting units at the conveyor belt table in the booking hall. When the reserva-

Manus
HAND-DRIVEN CALCULATOR WITH AUTOMATIC DIVISION

Manus R
SAME FEATURES AS "MANUS" WITH ADDED BACK-TRANSFER

Automat T
FULLY AUTOMATIC CALCULATOR WITH SHORT-CUT MULTIPLICATION

Automat S
STREAMLINED, FULLY AUTOMATIC CALCULATOR, SPEEDY AND RELIABLE

Hamann
CALCULATING MACHINES

- require minimum of mechanical service.
- Long non-rotating setting levers make for speedy setting.
- Models AUTOMAT S and T have same efficiency as large keyboard machines, but small and handy size. They are equipped with universal motors, adjustable to all currents and voltages.

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WHEN YOU BUY OFFICE FURNITURE
Specify Desks by **Imperial**

Imperial DESKS

ASK YOUR DEALER
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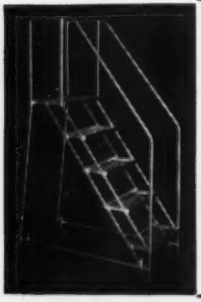
DESK CO.
Evansville, Indiana



COTTERMAN TUBULAR WELDED STEEL SAFETY LADDERS
For Filing Rooms, Stock Rooms, Vaults. Strong—Easy to Move, Easy to Climb.
Mounted on Swivel Brake Casters which allow the ladder to be rolled freely when no one is on it. When you step on the ladder the rubber cushioned legs rest on the floor and prevent rolling. Made in 7 heights—2 widths. Send for Circular 52-O and prices.
I. D. COTTERMAN, Mfr.
4535 N. Ravenswood Ave.
Chicago 40, Ill.

STEEL PERSONAL FILE

File No. 442 is made of heavy steel to last for years. Equipped with key and strong lock that stays closed. Gray hammerloid finish. Inside are letter-size folders, alphabetical, monthly and blank. Individually boxed, 6 to carton. Get at dealers or write for prices and discounts.

AMBERG FILE & INDEX CO.
1601 Duane Blvd., Kankakee, Ill.

COMPTOMETERS
BURROUGHS CALCULATORS
REPAIRED
OVERHAULED
REBUILT

CALL OR WRITE
CHICAGO ADDING MACHINE SERVICE
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Phone: HArrison 7-4813

tion has been recorded the card is returned to the conveyor belt which takes it away for filing.

Should a passenger need a seat on another airline for part of his journey, the card goes to one of the teleprinters at the end of the conveyor belt table. Here, the message asking for the additional accommodation is tapped out straight from the card. A gummed slip, bearing the teleprinter reply, is stuck on the back of the card, which is then returned by conveyor to the file clerk. The latter then confirms the reservation direct to the passenger. Before each flight takes off its complete set of cards is teleprinted to the airport to provide the passenger list.

This automatic electric reservations recorder and indicator was manufactured by Rentrix Commercial Counting & Control Ltd., while the conveyor belt was made by Lamson Engineering Co. Other similar machines are now under construction and they can be adapted to fit in with any administrative system. Extensions to the present installations are already planned for other United Kingdom BEA and Thomas Cook & Sons offices. The ultimate aim is to connect an agency in every large town with the London control center. A world control center for such a system is not considered beyond the bounds of future possibility.

"I told you he wasn't in."

Do A Neater Labeling Job *Faster* With—NEW

BIND-X

The Revolutionary, Self-Adhesive Transparent Label Holder!

All you have to do is insert typewritten, written or printed label in the transparent BIND-X window. Then stick it on shelves, books, binders, boxes, or any other object. Adheres to wood, metal, leather, fiber, glass, cloth, plastic. Six inch lengths only 30c each. Easily cut. Holds label ½", ¾" or 1" wide. Your choice of 8 transparent colors. Ask for new BIND-X at your local stationer today.

IT'S MADE BETTER . . .
WORKS BETTER BECAUSE IT'S

CEL-U-DEX
1 Main Street **Brooklyn 1, N. Y.**

Sparkling Letters

result from sparkling type... and the best known means to that end is the incomparable

CLAR-O-TYPE

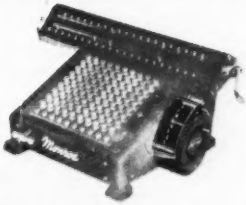
BEFORE

Here is the simplest, fastest and CLEANest type cleaner—a favorite with bosses and typists alike. The sturdy dauber eliminates spattering and drudgery. Slower evaporating and hence more economical. Non-inflammable. Try CLAR-O-TYPE and watch your letters really ***sparkle!***

AFTER

60¢ *at all stationers and typewriter dealers*

HAVE YOU SEEN the NEW



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Makes SEMI-AUTOMATIC Calculators FULLY AUTOMATIC

First class rebuilt machines equipped with MULTIMAT are available. Also complete line calculators —rebuilt and used—for the trade. INQUIRIES INVITED.

EXPORT-BOOKKEEPING MACHINES CALCULATORS, TYPEWRITERS

ALL MAKES, Used and Rebuilt

Mail or Cable us your enquiries. We guarantee prompt personal attention, lowest prices and absolutely reliable service.

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NEWS of the Office

Heads SPAA

Harold R. Price

Harold R. Price, Price Waterhouse & Co., was elected president of the Systems & Procedures Assn. of America for the coming year at the board of directors meeting June 30. Other officers elected were C. C. Chase, Harshaw Chemical Co., vice president; Crawford North, Port of New York Authority, treasurer; Frank Engle of Detroit, secretary. Membership has grown to nearly 1,100 in 24 chapters in the U. S. and Canada.

NOMA Conferences

National Office Management Assn. announced that its 35th Annual Conference and All-Purpose Business Show will be held in the Keil Auditorium, St. Louis, May 24-27, 1954. A fall conference and exposition will be held this year in the Shamrock Hotel, Houston, Nov. 9-11.

Electronics Course

The Management Institute of New York University offers a course in the Application of Electronics to Office Operations, covering procedure development, card design, coding, scheduling and accuracy control in converting procedures to punched cards. Eugene F. Murphy of Metropolitan Life Insurance Co. and director of education for National Machine Accountants Assn. will instruct the class from 8:10 to 9:55 p.m. on Wednesdays, Sept. 23 to Jan. 20. Guest lecturers will include Edmund C. Berkeley; Dr. Cuthbert C. Hurd, International Business Machines Corp.; Dr. Herbert F. Mitchell, Remington Rand Inc.; Kenneth P. Morse, executive vice president, Standard Register Co.

NACA Officers

I. Wayne Keller

I. Wayne Keller, assistant controller, Armstrong Cork Co., Lancaster, Pa., was elected president of National Assn. of Cost Accountants at the annual meeting in June. Newly-elected vice presidents are Casper B. Apple, partner, of Haskins & Sells, Newark, N. J.; William T. Brunot, controller, Reynolds Metals Co., Richmond, Va.; Richard N. Carr, assistant secretary, Davol Rubber Co., Providence; G. Howard Chappell, manager, cost and payroll dept., Buffalo Forge Co., Buffalo; Charles E. Headlee, controller, Westinghouse Electric Corp., Pittsburgh; Claiborne H. Johnson, controller, Fleming & Sons, Inc., Dallas; Myron W. Krueger, vice president and treasurer, Raymond Concrete Pile Co., New York; Robert B. Martin, treasurer, Kable News Co., Mount Morris, Ill. Philip J. Warner, president, Ronald Press Co., New York, was reelected treasurer.

Toledo Business Show

The 2nd Annual Toledo Business Show at the Secor Hotel, Oct. 6-8, will tie-in with Ohio's sesquicentennial celebration

NOW copy *any* size form with COPYFLEX

The desk-size Model 14 COPYFLEX machine copies anything typed, printed, written or drawn on ordinary translucent paper. In seconds, it gives you a direct, errorproof, ready-to-use, black-on-white, *diazotype* copy. It handles any size office form from a big accounting worksheet to a small memo. Copying cost averages less than 2¢ per sq. ft. No exhausts, dark rooms, messy inks or stencils are needed.

COPYFLEX "ENGINEERED PAPERWORK" SAVES RAILROAD $78,400 A YEAR!

Everywhere, companies large and small are cutting costs by engineering their paperwork with Bruning Copyflex.

For instance, a major Eastern railroad* turns out 16,000 copies of way bills every hour with Copyflex, thereby cutting paperwork costs by 40%, saving $78,400 annually – in a single billing operation.

A leading distributor gets invoices out on time with only half the office force formerly needed.

A bank saves $10,000 a year by engineering paperwork in its trust department.

An insurance company saves $100,000 annually with Copyflex.

And there are many more examples of the way Copyflex can cut costs by engineering paperwork for *billing, accounting, purchasing, general copying and systems.*

Start your efficiency program now.

For free booklet and information on how to "engineer" your paperwork, write Charles Bruning Company, Inc., Dept. L83, 4700 Montrose Avenue, Chicago 41, Illinois.

**Name on request.*

BRUNING

Today's Paperwork Engineered with Jet-Age Speed

Copyflex

this year. A brochure describing the exhibit can be had from Toledo Business Show, 214 Summit St., Toledo 4, Ohio.

Management Courses

More than 2,000 executives from all parts of the country are expected to attend some part of the 20-week fall program of management seminars conducted by American Management Assn. Office management subjects will be covered in New York, Aug. 24-26, 26-28, Nov. 30-Dec. 2 and Dec. 2-4. There will be both orientation and workshop seminars. AMA also announced that the first post graduate clinic of its middle and top management course will be held in New York, Aug. 17-21. Literature on all courses can be had from American Management Assn., 330 West 42nd St., New York 36.

Methods Competition

The 17th National Time & Motion Study & Management Clinic of the Industrial Management Society will be held at the Sheraton Hotel, Chicago, Nov. 4-6. A methods improvement competition for engineering student groups in colleges and private companies will be held. Contest rules can be had from the society at 35 E. Wacker Drive, Chicago 1.

Money, honey!

Mighty sweet savings, some firms find . . . in this Pitney-Bowes Mailing Scale! A tired old scale can lose a lot of postage if it *over*weighs . . . and a lot of good will if it *under*weighs! . . . The precision S-103 with its automatic pendulum mechanism is extremely accurate, fast-acting. Its wide-spaced markings for easy reading, and its hairline indicator that never wavers—save mailing time and postage . . . Also special models for parcel post. Ask the nearest Pitney-Bowes office to show you, or send for free illustrated booklet.

FREE: *Handy wall chart of Postal Rates with parcel post map and zone finder.*

PITNEY-BOWES
Mailing Scales
PITNEY-BOWES, INC.
3483 Pacific St., Stamford, Conn.

Originators of the postage meter . . . offices in 93 cities

Controllers' Director

Paul Hasse

Paul Haase has been appointed managing director of Controllers Institute, according to Edmund L. Grimes, president. He will also serve as administrative director and secretary of Controllership Foundation, and editor of "The Controller." Mr. Haase, who succeeds Walter Mitchell Jr., has been with Controllers Institute since 1943 when he was appointed assistant secretary. He was promoted to assistant managing director in 1948. In addition to supervising the organization's conference and public relations programs, he served as managing editor of its publications. Before joining the institute's staff, Mr. Haase was with the National Assn. of Credit Men since 1931.

CPS Program

National Secretaries Assn. is mailing businessmen a folder describing their Certified Professional Secretary program and the Institute for Certifying Secretaries headed by Dr. Estelle L. Popham, Hunter College, New York. For a copy of the folder write National Secretaries Assn., 25 East 12th St., Kansas City 6E, Mo.

National Conference & Exhibit Calendar

National Business Forms Associates, Edgewater Beach Hotel, Chicago, Sept. 2-6.

American Bankers Assn., Washington, D.C., Sept. 20-23.

Life Office Management Assn., Netherland Plaza Hotel, Cincinnati, Sept. 21-23.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 26-Oct. 1.

Controllers Institute of America, Statler Hotel, Boston, Sept. 27-30.

American Management Assn. Office Management Div., Astor Hotel, New York, Oct. 12-14.

Insurance Accountants Assn., Bellevue-Stratford Hotel, Philadelphia, Oct. 14-16.

Systems & Procedures Assn., of America, Sheraton Hotel, Chicago, Oct. 19-21.

American Institute of Accountants, Palmer House, Chicago, Oct. 19-22.

National Assn. of Bank Auditors & Controllers, Roosevelt Hotel, New York, Oct. 19-22.

National Business Show, Grand Central Palace, New York, Oct. 19-24.

Industrial Management Society Time & Motion Clinic, Sheraton Hotel, Chicago, Nov. 4-6.

National Institute of Governmental Purchasing, Netherland Plaza Hotel, Cincinnati, Nov. 8-11.

This path of inverted ink pots, collected and laid some 75 years ago, is outside a cottage at Mill Hill, England.

NEWS of the Industry

Marchant Vice Presidents

To broaden the responsibilities of management, Marchant Calculators, Inc., has appointed vice presidents to head the company's important operating divisions, Edgar B. Jessup, president, announced.

Walter Kassebohm

Harold T. Avery

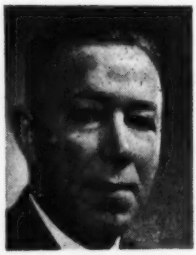
Harold T. Avery, with Marchant for many years as chief engineer, is vice president-engineering, and Walter Kassebohm, who joined the company in 1929 as tool engineer and designer, is vice president-manufacturing. They are the first operating vice presidents the company has had since it was organized 43 years ago. Heretofore, the company's sole vice president was its general counsel. As president and general manager, Mr. Jessup continues as Marchant's chief executive officer, a post he has held since 1933. "Our decision to spread the management load stemmed not only from the need to broaden the responsibilities," Mr. Jessup explained. "We aim to create a management organization that will be able in every respect to cope with our future growth. Marchant has every right to be gratified at the public acceptance of its product over the years. Our annual sales of calculators have almost doubled from the immediate postwar volume of about $12 millions and improvements in our product, already made and planned, lead us to expect further sales growth. This will entail greater responsibilities in design, manufacturing and distribution. We are planning for this future growth."

Thomas Appointments

George W. Oliver

W. E. Thomas, president, Thomas Collators, Inc., announced two appointments within his organization. George W. Oliver, formerly vice president in charge of sales, has been appointed vice president and general manager. Mr. Oliver has been with Thomas Collators since 1949. Burton M. Smith, who recently joined the organization, was appointed regional sales manager.

Underwood Sales Executives



R. E. Stewart

Appointment of R. E. Stewart as manager of the sales personnel division of Underwood Corp. was announced by W. F. Arnold, vice president. Prior to this assignment, which includes responsibility for all personnel matters pertaining to sales of typewirters, accounting machines, adding machines and

KLOPP COIN COUNTERS and COIN SORTERS *NOW* offered to DEALERS ON A BRAND NEW SALES PLAN . . .

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supplies. Mr. Stewart was sales manager of the adding machine division. He became associated with the Sundstrand Division of Underwood in 1925 at Rockford, Ill., and specialized in accounting machines. He also has served as educational director, schools sales manager and manager of sales research and planning.

Fred G. Smith was appointed national sales manager of Underwood's adding machine division with headquarters at 1 Park Ave., New York. Regional manager in Baltimore since 1945, Mr. Smith joined the company in 1920 as a stenographer. After becoming New York office manager, he transferred to the accounting machine division. In 1925, he was appointed New York supply division manager and in 1943 he was made assistant to the New York district manager.

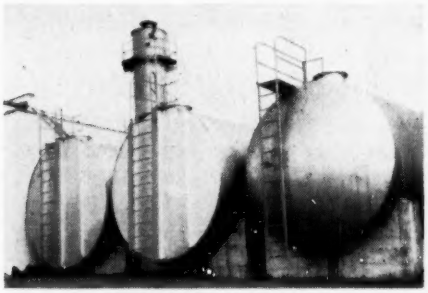
Lawson H. Hilliard was appointed national sales manager of Underwood's supply division. Mr. Arnold announced that the supply sales division has been transferred from the Burlington, N. J., works to the company home office in New York. Mr. Hilliard joined Underwood in 1923 and has been supply division manager of the Philadelphia regional office since 1946. Transfer of supply sales to New York coordinates all domestic sales activities for better customer service and brings the division into closer contact with advertising and sales promotion facilities there.

Burroughs Executive Assistant

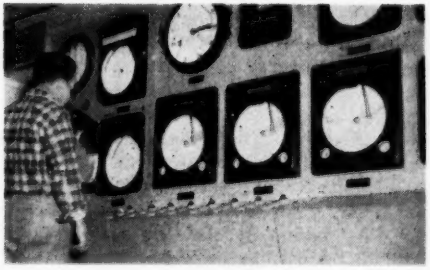
Paul G. Kanold has been named executive assistant of Burroughs Corp., Ray R. Eppert, executive vice president, has announced. Mr. Kanold has staff responsibility to the members of the executive offices. He was formerly assistant to Mr. Eppert and joined Burroughs in Detroit in a sales personnel capacity in 1929. In 1946 he was promoted to assistant to the general sales manager and later that year became assistant to the vice president. In 1951 he was named assistant to the executive vice president.

Now Charles C. Smith, Inc.

A Nebraska corporation was formed to take over the business established in 1896 by the late Charles C. Smith of Exeter, Neb. Mr. Smith was a pioneer in the file signal and tab industry. Starting the manufacture of index tabs for his own convenience as a bank employee, he developed a market for his products throughout the English-speaking world. He was one of the earliest members of the National Stationers Assn. No changes are planned in the manufacturing personnel or plant organization, but domestic sales through stationers will



To meet increasing demands for ammonia base bisulphite acid preparations, Wausau Paper Mills Co. opened a new plant. Its absorption tower is a tile lined steel cylinder 48 ft. high and 6 ft. in diameter. Some 54,000 small mixing units stacked end-on-end form a filter bed where controlled amounts of sulphur gas and aqua ammonia mix with water sprays to form high grade cooking acids. The plant's push-botton control, gauges and recorders allow check of every part of the operation.



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be expanded. Nesbit F. Whitmore, in charge of manufacturing operations for many years, will continue in that position. He was elected treasurer and a director of the corporation. Nora Chambers, also associated with Mr. Smith for many years, will continue in charge of all office and accounting work. Glen F. Monnig, vice president and general manager, as well as Wm. H. Cravens, president of the corporation, are well acquainted with Smith products having formerly handled their Government sales. The products have been on the Government Schedule of Supplies continuously since it was first issued over 40 years ago. Most stockholders are in the stationery and office equipment industry.

Joins Harris-Seybold

R. W. Mulcahy

R. W. Mulcahy, formerly manager of trade shows and exhibits for Addressograph - Multigraph Corp., recently joined Harris-Seybold Co. as assistant advertising and sales promotion manager for special products and chemicals. He will assist R. J. Niederhauser, advertising and sales promotion manager, in promotion of products including the Macey Collator. Mr. Mulcahy was eight years with Addressograph-Multigraph and, before that, a newspaperman.

Nekoosa Papers School

The first of four sessions of a training school for paper merchant salesmen, conducted by Nekoosa-Edwards Paper Co., began June 22, at the firm's office in Port Edwards. About 30 salesmen from all parts of the country attended the three-day school which will be conducted monthly through September. Faculty members included: A. C. Remley, vice president in charge of sales; Carl

Schiebler, assistant general sales manager; L. A. Gardiner, assistant sales manager; B. L. Kassing, process and product development.

SoundScriber in Okla. Courts

Court stenographers can use SoundScriber dictation equipment in Oklahoma courtrooms since enactment of a bill by the state legislature. Gov. Johnston Murray signed the bill "Relating to Procedure in Court Reporting and Allowing Use of SoundScriber if Agreed to by Parties and the Court."

Labelon Sales Manager

De Lesile L. Allen, former district sales manager of Moore Business Forms, Inc., became general sales manager of Labelon Tape Co. A former resident of Buffalo, N. Y., Mr. Allen took part in city politics and was a director of the Buffalo Rotary Club and treasurer of the Gyro Club. He has spent almost his entire business life in the sales field and brings to Labelon a wealth of experience and a highly successful record as a sales organizer and market analyst.

Marking Machine Manual

A survey by Wm. A. Force & Co. among stationers and marking equipment dealers disclosed a need for more complete information on hand numbering machines and metal daters. The majority of dealers taking part felt that material on construction, action and uses of these products as well as tested selling methods could help them increase sales volume. As a result of the survey findings, Force is preparing a sales manual for dealers, "How to Sell Numbering Machines and Metal Daters." It will be released at their exhibit at the National Stationery & Office Equipment Assn. Convention in Chicago, Sept. 26. Later, it will be mailed to those unable to attend the convention. Requests for copies may be sent to Wm. A. Force & Co., 216 Nichols Ave., Brooklyn 8, N. Y.

B192E *Eletric Printing Calculator*

barrett

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ADDING AND LISTING
DIRECT SUBTRACTION
MULTIPLICATION
DIRECT DIVISION

The two models shown here, the Barrett Electric B192E and the Barrett Hand Model B192, are designed to save machine hours continuously—*for years to come.* Both have many exclusive features, precisioned by Monotype. Dials visible at all times and all calculations are shown on printed proof. Special Multiply Key, as easy and simple as adding. Transparent paper cutter for complete visibility. Items and totals up to 9,999,999.99.

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B 192 *Hand-Operated Printing Calculator*

with the NEW DELUXE
SM3 Olympia
PORTABLE

SEE this new machine and examine its exclusive features! Test it and be convinced. Check the automatic paper feed, the automatic spring-release paper support, the paper bail that pulls way out to the front or swings back all the way. These are only a few of the exclusive features found only on the new Olympia SM 3 DeLuxe Portable.

INTER-CONTINENTAL TRADING CORP.
90 WEST STREET • NEW YORK 6, N. Y.

Advance with Eastern Corp.

Charles G. Paine, vice president and general manager, announced the appointment of W. Douglas Sommerville to vice president in charge of production. Mr. Sommerville will have complete charge of all pulp and paper production and technical development at Eastern mills. Three additional Eastern executives were advanced. Frederic H. Stetson moved to chief engineer, Lawrence C. Lynch is service director and Donald W. Danforth, formerly assistant to Mr. Sommerville, became general superintendent of the Brewer Paper Mill.

Peerless Imperial Salesmen

Peerless Imperial Co. announced a realignment of salesmen in the following territories: Paul Dopke will cover Southern New Jersey, Eastern Pennsylvania, Delaware, Maryland, District of Columbia and Virginia. Glenn Bohanna has been assigned to Texas, Oklahoma, Louisiana, Arkansas, Mississippi, Southern Kansas, Southwest Missouri and Memphis, Tenn. Harry Tehan, Jr. will travel through North and South Carolina, Georgia, Alabama and Florida.

Todd Sales Appointments

New assignments for four members of its sales organization were announced by Todd Co. Louis P. Rinehart, formerly associated with the Philadelphia office, was named director of sales training and education in Rochester. The managers of the Washington, D. C., Pittsburgh, and Newark, N. J., offices changed posts. C. V. Long becomes manager of the Washington office, Harold C. Woerner moves to Pittsburgh, and Milton E. Marshall is named manager at Newark.

West Coast Distributors

West Coast Carbon & Ribbon Co., Inc., has been organized as a consolidation of Efficiency Carbon & Ribbon Co., Red Feather Products San Francisco Distributors and Redwood Carbon & Ribbon

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COMPLETELY AUTOMATIC
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It's exclusive with the revolutionary Rex-Rotary D270 . . . an ink cartridge is inserted, a dial set for the degree of inking, and the machine needs no further attention . . . all copies come out perfectly and uniformly printed . . . no more under- or over-inked copies . . . re-inking not necessary . . . a bell announces when it's time to insert a new cartridge.

. . . with printing press precision, on large sheets or small cards, the beautiful steel grey Rex-Rotary D270 does a fast job in any color . . . better, cleaner and with more economy and flexibility than any other machine.

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Let me have more information about the new Rex-Rotary D270 duplicator and the name of my nearest distributor.
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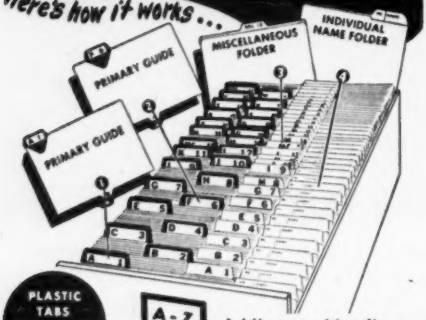

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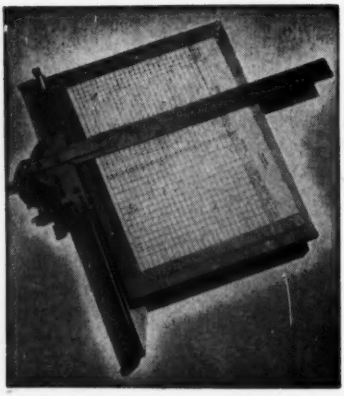

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Co. Associated in the new enterprise will be Richard Atwood, Chester Forrest, Bert Marr, Fred H. Smith IV, Sam D. Squire and Fred Tremayne, all of whom have been connected with the constituent companies. Offices will be at 431 Bush St., San Francisco with a branch office at 431 Wall St., Los Angeles. Purpose of the consolidation is to offer a wider range of products in the carbon and ribbon field to the west coast. Present lines will be maintained and new lines added.

Underwood Officers

Fred D. Lehn

Fred D. Lehn has been appointed secretary-treasurer of Underwood Corp. in a consolidation of the two departments, and William E. Long named assistant treasurer, it was announced by L. C. Stowell, president. Mr. Lehn joined Underwood as chief accounting system engineer in 1929 and has served as assistant sales manager of the accounting machine division, director of the international division, assistant secretary and treasurer. Treasurer of the company since 1948, he takes on the additional duties of secretary as successor to George A. Werner Jr. who is retiring after 34 years service. Mr. Long joined the company in 1927 as a collection clerk. He has worked as supervisor of collections for various divisions and prior to this promotion was general cashier.

NOFA Moves to Chicago

The new headquarters of National Office Furniture Assn. are at 327 S. La Salle St., Chicago 4, one-and-a-half blocks from the La Salle St. Station. John R. Gray, executive director, invites office furniture dealers to visit the new NOFA offices.

SAVES TIME AND WORK!
MAKES 8 BASIC FOLDS ON SHEETS UP TO 8½ x 14
FOLDS 100 letters in 1 minute!
AT A PRICE EVERY OFFICE CAN AFFORD
FULLY GUARANTEED
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PARTS
WORLD WIDE SERVICE
HIGHEST QUALITY PRODUCTS
NEW ADDRESS:
International Cash Register & Parts Co.
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Victor Compensation Plan

A salesman compensation program combining desirable features of both salary and commission earnings has been put into effect by Victor Adding Machine Co. Announced by A. F. Bakewell, vice president in charge of sales, the plan provides for a weekly base salary plus incentive payments on all volume over $1,500 monthly. Commissions range from 5% to 25% on a sliding scale basis.

Victor opened a branch office in Toledo with Carl Scarpy, long a Victor representative, as manager. Part of a general expansion program, this branch is the third opened so far this year. The others are in Wilmington and Memphis.

CCC Products for Dealers

Stationer outlets on a nationwide basis are being offered two items in Commercial Controls mailroom equipment line for marketing: the Multipost stamp affixer and the mailMaster. Heretofore the company marketed its products through its own branch offices and authorized agencies. The company is stressing as one of its big features its 90-day guarantee policy. The stationer sells the product and forgets it. Subsequent service after the initial period is most effectively handled between the customer and the company's branches and agencies in all principal cities. A complete service to the stationer including literature, displays, demonstrating materials and advertising, is provided.

Facit-Odhner Distribution

Facit, Inc., sole American distributor of the Swedish-manufactured Facit calculators and Odhner adding machines, has established distribution and servicing centers on a coast-to-coast basis, according to Erik A. Ohlsson, Facit president, who declared that 70 dealers are distributing machines while 65 additional dealers handle either the Facit or the Odhner alone. The Facit is distributed in four electric and manual models and

Philadelphia dealers at the sixth session of the sales school sponsored by the dealer sales division of Remington Rand Inc. and Victor Safe & Equipment Co., conducted by H. W. Barnes.

the Odhner in three electric models. Service facilities for both machines include a 10-year supply of spare parts, the president noted.

SMNA Officers

Harry H. Lynn, chairman of the board of Mosler Safe Co., was elected president of Safe Manufacturers National Assn. Other officers are S. R. Akers, president, Meilink Steel Safe Co., vice president; W. J. Parker, secretary-treasurer. Directors are Warren Mosman, president, Herring-Hall-Marvin Safe Co.; E. H. Mosler Jr., president, Mosler Safe Co.; Raymond Koontz, president, Diebold,

STENCIL BOOK FILE

The Smart Way to FILE STENCILS

Available in 50 and 100 page capacity. Contains index, numbered pages and production record sheets. Special oil-treated pages keep stencils moist and flat for future use. **Prices Reduced**

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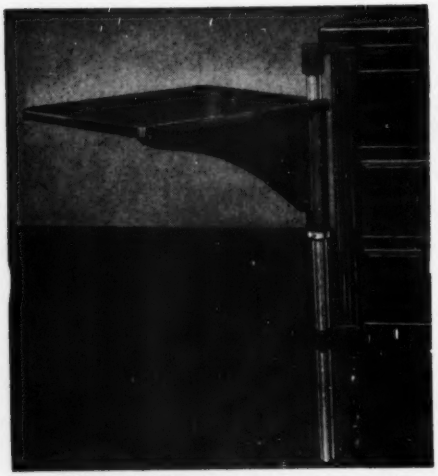

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★ Adjustable to proper height.
★ Converts flat top to Steno desks.
★ Insures your machines against tipping over.

Adjusto-Swing Office Machine Stands Co.
509 Shelby St. Detroit 26, Mich.

Inc.; A. N. Seares, executive vice president, Remington Rand, Inc.; L. C. Walker, president, Shaw-Walker Co.

Victor Representatives

Victor Safe & Equipment Co. announced the addition to its staff of Robert Webb as sales representative in the Detroit area. Mr. Webb has been employed in that area for the past 16 years as a purchasing agent and retail salesman, 14 years with Budd Co. where he handled office supplies and machines. To better serve its dealers in Pennsylvania, Stewart P. Biehl will cover the Harrisburg-Scranton area under the supervision of E. A. LaGasse, who will concentrate his efforts on the Philadelphia district.

Buys Electronic Firm

Louis R. Kurtin, chairman of the board, TelAutograph Corp., announced the purchase of Electrotechnic Corp., Azusa, Calif. The new facilities will augment the research capacities of TelAutograph and supplement their electronic manufacturing operations.

Royal Appointments

F. P. Ryan, president, Royal Typewriter Co., announced three promotions in the general service division. J. G. Schillinger, general service manager, has been named co-ordinator of product design and quality. R. F. Thiemer, assistant general service manager, is mechanical superintendent, and P. J. Ekstrand,

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711-A S. Dearborn Street
Chicago 5, Ill.

OFFICE SUPPLIES

Claud Potter (left), sales director, British Typewriters Ltd.; W. J. Arris, president, Office Appliance & Business Equipment Trades Assn., and the Duke of Gloucester examine an Empire Aristocrat portable typewriter at the Business Efficiency Exhibition in London.

Bridgeport district manager, was appointed sales manager of the general service division.

British Imports Rise

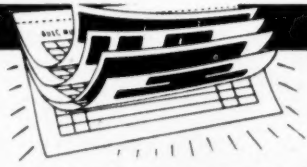
The U. S. was Britain's best export customer for office equipment in the first five months this year when the U. S. bought almost $2 million worth from Great Britain. Australia was their second largest buyer.

To Market Files

Wheeldex & Simpla Products, Inc. announced its formation as a national selling company. In addition to handling the sales of Wheeldex and Simplafind, the corporation will handle other products in the office equipment field, one being Simplawheel, a stabilized, suspended-cradle-type wheel file.

Intercom Sales Manager

Connecticut Telephone & Electric Corp. announced the appointment of Nicholas Rabiecki Jr. as sales manager of the company's new intercom systems rang-



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Absolute register, non-smudge, perfect for all types of business forms—2 to 12 parts. Our modern plant is equipped to do the complete job—printing, carbonizing and binding—or any part that you wish. Samples on request.

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For INDEPENDENT Dealers

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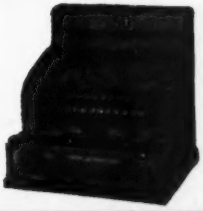

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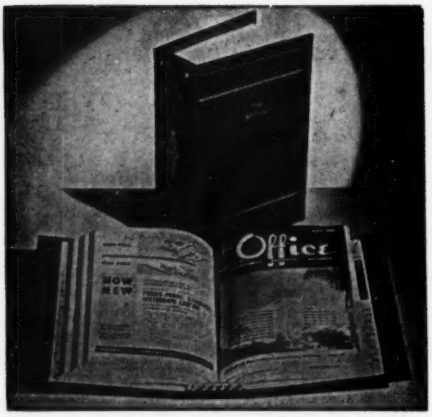
DEPT. 18 P. O. BOX 2265 KANSAS CITY, MO.

ing from their 2 to 5-line Direct-A-Call to their Private Line automatic switchboards which can accommodate over 5,000 lines.

Buchoz on West Coast

Roy A. Buchoz

R. C. Allen Business Machines, Inc., announced the assignment of Roy A. Buchoz, vice president, to the newly created west coast administrative territory. Mr. Buchoz will have direct supervision of sales and company policies in the eight state region. This assignment follows his service as executive vice president and vice president in charge of sales promotion. He will devote his full attention to sales and dealer relationships. This will place a company official closer to the dealer in this important market.



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As We See it

Creep

The word heading this piece appeared as the title of an article in the July issue of the *Journal of Accountancy*. The author, Robert L. Dixon who is professor of accounting at the University of Michigan, declared that, "Creep occurs when a business moves, slowly or speedily, into areas not fully explored. When this happens, a lot of problems arise . . . Creep is almost always found in successful companies, though it is sometimes the cause of failure." Dr. Dixon was writing about accounting activities, but he set us to thinking of the many other office areas where creep is ever present. The great expansion of office services in recent years indicates that office management has been more affected by creep than has almost any other branch of business. Fortunately, the fields into which the office has moved were not entirely unexplored except in cases where management was particularly backward.

Take just one phase of office work, like duplicating. It started years ago with the copy press. The modern office duplicating department with its varieties of reproduction and binding equipment could rival the average printing plant. Think, too, how as a result paperwork has spread into the factory for better management control.

Today's office executive knows his responsibilities are moving into constantly widening circles. The trend is bringing the office into scientific and engineering fields which require, and are now receiving, exploratory efforts on the part of both office management and the office equipment industry. These efforts have already indicated that the office will experience a greater degree of creep in the years ahead than it has at any time in the past. The end is far out of sight.

Most successful companies can expect, and must prepare to meet, the problems of creep. Creep will bring failure only to those who refuse to look beyond the edge of their desk. To see beyond the present and interpret what he sees into plans for utilization of coming developments in his own office, is the duty of every office executive. Creep makes office work, and all work, more attractive to persons of intelligence and imagination. It has brought us, willingly or not, where we are today, and it promises many interesting things for tomorrow. It will bring to the office scientific and engineering talent which might have been attracted to the plant. With the right equipment and methods and the right people to supervise and direct them, the office can continue to provide all the additional services top management requires.

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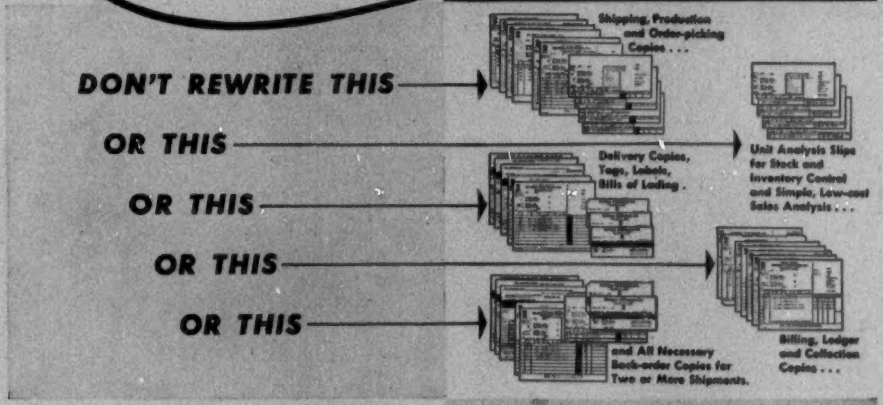

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